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CONTENTS

	Page
DESCRIPTIVE CATALOGING	
Library of Congress Rule Interpretations (LCRI)	2
General Material Designations and Added Entries	32
Area 3 (AACR 2)	32
Discrepancies Between Versions of Name Authority Records Held Outside LC and the LC Version	32
SUBJECT HEADINGS	
Combining Religion with Particular Topics in Subject Heading Practice	33
Certain Changes in Geographic Headings	37
January-September 1980 Supplement to LCSH 9	38
Subject Heading Changes, 1975-1980	39
DECIMAL CLASSIFICATION	43

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Library of Congress Rule Interpretations (LCRI)

1.0H. **Items with several chief sources of information.** [Rev.]. If an item has two or more chief sources in different languages, use the chief source specified by 1.0H4)c) whenever the item contains material in two or more languages, and there is no explicit evidence what the original language is, or the item is without words (or chiefly without words). Exceptions:

1) use the chief source in the official language of the corporate body that issued the item if the body has only one official language ("corporate body" includes commercial publishers);

2) use the chief source in the official language of the country in which the corporate body that issued the item is located if the body's official language is unknown and the country has only one official language.

1.1B3. [Rev.] The following interpretation applies to sound recordings only:

If the chief source shows the name of an author or the name of a performer before the titles of individual works and there is doubt whether the publisher, etc., intended the name to be a collective title proper or a statement of responsibility, treat the name ac the title proper. Exception: If the works listed are musical compositions and the name is that of the composer of the works, treat the name as a statement of responsibility in cases of doubt.

If the chief source being followed is the label of a sound recording and the decision is to treat the name as a title proper, but one name appears on the label of one side and another name on the second side, transcribe the two names as individual titles (separated by a period-space).

1.4C6. [Rev.]. If the place of publication, etc., is not named in the item or if the place is only probable rather than certain, give the name in its well-established English form if there is one.

If no probable place can be given, supply the name of the country or the name of the probable country. Give the name in its well-established English form if there is one. Exceptions: 1) For items issued (or probably issued) in Australia, Canada, or the United States, give the name of the state or province if this much is known or probable; otherwise, give the name of the country. 2) For items issued (or probably issued) in Great Britain, give "England," "Scotland," "Wales," or "Northern Ireland" if this much is known or probable; otherwise give "Great Britain."

For a language whose final cataloging record is not in romanized form, use "s.l." if there is no equivalent abbreviation in the nonroman script.

1.4C7. [Rev.]. Give the address of a publisher, etc., following the name of the place of publication, etc., only for a monograph cataloged according to chapter 2 or chapter 5 that meets these three conditions:

a) it was issued by a U.S. publisher, distributor, etc., whose address is given in the item being cataloged;
b) it was issued in the current three years;
c) it does not bear an ISBN or ISSN.

Do not apply 1.4C7 if two or more publishers, distributors, etc., are being recorded in the publication, etc., area. Exception: If one of the entities is a U.S. distributor for a monograph published outside the U.S., give the address of the U.S. distributor if the item meets these four conditions:

a) the U.S. distributor is the only entity being recorded with the distributor's place of publication;
b) the U.S. distributor's address is given in the item;
c) the item was issued in the current three years;
d) the item lacks an ISBN or ISSN.

Apply 1.4C7 also to items in which the name of the publisher, distributor, etc., is unknown and the name of the U.S. manufacturer is being given in the publication, etc., area (1.4G1) if the monograph meets these three conditions:

a) the manufacturer's address is given in the item;
b) the item was issued in the current three years;
c) the item lacks an ISBN or ISSN.

When applying 1.4C7, routinely repeat the name of the city in the address. For street addresses, abbreviate such words as "street," "avenue," "place," etc., according to normal usage. Omit unnecessary elements from the address (e.g., the name of the building when the street address or post office box is given). Do not bracket any of the elements given in the address.

1.4F8. [New]. Apply the optional provisions of the rule.

In describing a single-volume loose-leaf item that is designed to receive additions (e.g., law materials), give the earliest date only, and follow it with a hyphen and four spaces.

1.6G. **Numbering within series.** [New]. Record the series numbering, in the terms given in the item, after the series title to which it relates. If there is no abbreviation for the term, give only the number if the term is long. If the numbering is grammatically integrated with the title proper of the series, record it as it appears in the source. Always record series numbering in the access point in its prescribed position. Note that ordinal numbers are recorded in access points as ordinal numbers; they are not converted to cardinal numbers.

Series area: (The Twenty-sixth L. Ray Buckendale lecture)
Series authority record: L. Ray Buckendale lecture.
Series tracing: Series: L. Ray Buckendale lecture ; 26th.

Series area: (31. tom Biblioteki SIB)
Series authority record: Biblioteka SIB.
Series tracing: Series: Biblioteka SIB ; 31. t.

When formulating a series heading for a series that includes in the title proper a date or numbering that varies from issue to issue, follow 12.1B6.

Series area: (Contribution no. 9 of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.)

Series authority record: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.

Series tracing: Series: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S. ; no. 9.

1.7A4 Notes citing other editions and works. [Rev.] In citing a serial in a note on a bibliographic record for a serial, apply LCRI 12.7B. In other situations, when citing another work or another manifestation of the same work, in general give the uniform title for the work if one has been assigned to it. Otherwise, give its title proper.

Translation of: Odyssey.
not Translation of: Odysseia.

If the work being cited is entered under a name heading that differs from the main entry heading on the work being cataloged and the difference is not apparent from information given in the body of the entry, add the name after the title (uniform tile or title proper). Use the name in the form that appears in whatever source is at hand. (For personal names, approximate the form required by 22.1-22.3 if there is no such source at hand or if the form in the source at hand is unsatisfactory for any reason.) Separate the name from the title by a space-slash-space.

Adaptation of: Kipps / H.G. Wells.

Rev. ed. of: Guide to reference books / Constance M. Winchell. 8th ed. 1967.

Continues: General catalogue of printed books : five year supplement, 1966-1970 / British Museum.

Notes Citing Other Editions and Works

When a revised edition (other than a revised translation, cf. 25.2B) of a work is being cataloged and

a) it has a different title from that of the previous edition, or
b) it has a different choice of entry from that of the previous edition (for reasons other than the change to AACR 2), e.g., 21.12B,

link the new edition with the immediately preceding edition[1]/ by using AACR 2 style for connecting notes on both AACR 2 and non-AACR 2 records.

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[1]/If the immediately preceding edition is not in LC's collections, make the connection to the most recent edition in the collection. If no previous edition is in LC, use any information available in the item being cataloged to construct a note or added entry, but do not ordinarily do further research to establish details about the earlier edition.

1) Title change only. If the title has changed since the previous edition but the choice of entry remains the same, connect the two editions with reciprocal notes. However, if the earlier edition is a pre-1981 non-MARC record, do not add a note to it. The following pattern is suggested for the reciprocal notes:

for the new edition: Rev. [enl., updated, etc.] ed. of: [Title proper. Edition statement. Date].
for the previous edition: Rev. [enl., updated, etc.] ed. published as: [Title proper. Edition statement. Date].

Do not include the place or name of the publisher in such notes unless needed for identification (e.g., to distinguish between two versions published in the same year).

Rev. ed. of: 33 1/3 & 45 extended play record album price guide. 1st ed. c1977.
Rev. ed. published as: Record albums, 1948-1978. 2nd ed. c1978.
Rev. ed. of: Spanish for hospital personnel. [1974]
Rev. ed. published as: Spa ish, practical communication for health professionals. 1981.

Note that the wording of the introductory phrase may vary depending on the situation and the presentation of the information in the text.

2) Choice of entry change. If the choice of entry has changed since the previous edition, make a note on the record for the later edition to link it to the previous edition. Also, make a related work added entry in the record for the later edition for the earlier edition; do not make an added entry in the record for the earlier edition. Always make the added entry in the record for the later edition according to the correct AACR 2 choice of entry and form of heading, as well as form of title proper or uniform title (cf LCRI 21.30G).

Use the form of note suggested under 1) above, whether the title changes or remains the same, and add the first statement of responsibility.

Rev. ed. of: Guide to reference books / Constance M. Winchell. 8th ed. 1967.

Note that if the new edition has a different choice of entry solely because of the change in cataloging rules (i.e., the earlier edition, if recataloged, would also have the same choice of entry), do not make a note or an added entry in the record for the new edition.

pre-1981 record: Smith, John Henderson, comp.
Readings in American history, compiled by J. H. Smith ... 1972.

rev. ed., 1981: Readings in American history / compiled by J. H. Smith. — Rev. ed. — ... 1981.

In the above examples, the correct AACR 2 choice of entry for the 1972 edition would be the same as that for the 1981 edition, and therefore, the connecting note and added entry are not needed.

1.7B4. [Rev.]. A note may be essential to show a variation from the chief source title appearing elsewhere in the item. Although the source may contain more than one title, record in a note only the needed variant title, not titles already given in the description. If

added title page, record the note as "Title on added t.p." followed by a colon-space and the title. If the variant title appears in another source, specify its location (e.g., "Title on p. [4] of cover:"). There is no situation for which the notes "Added title." or "Added title:" or "Added t.p.:" are appropriate.

If a binder's title varies significantly from the title proper of the item (cf. 21.2A), record it in a note and make an added entry for it. If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), give only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., "LC copy has binder's title: ..." In case of doubt, do not assume that the item was bound only for LC.

2.5C1, 2.5C2, 2.5C6. [Rev.]. If a quick examination reveals that the illustrations appear to be all of one or two types, specify the type or types. If a quick examination reveals that the illustrations appear to be chiefly of one or two types, specify the type or types. In the latter case, include also the designation "ill." In all other cases, use "ill." alone. Also, if there is doubt about specifying a type, use "ill." alone.

Treat diagrams and graphs as illustrative matter even though the terms do not appear in the list of types in 2.5C2. Use "ill." if the presence of either needs to be noted in the physical description area.

7.4F2, 8.4F2 [New]. Give a date of original production differing from the dates of publication/distribution or copyright, etc., in the note area (see 7.7B9 and 8.7B9). Apply the provision if the difference is greater than two years.

Santa Monica, CA : Pyramid Films, 1971.
Note: Made in 1934.

(When dealing with different media, see 7.7B7 and 8.7B7).

7.7B7, 8.7B7. **Edition and history.** [New]. When an item is known to have an original master in a different medium and the production or release date of the master is more than two years earlier than that of the item being cataloged, give an edition/history note.

Originally produced as motion picture in [year]
Originally issued as filmstrip in [year]

Make a similar note when an item is known to have been previously produced or issued (more than two years earlier) if in a different medium, but the original medium is unknown.

Previously produced as motion picture in [year]
Previously issued as slide set in [year]

If the date of production or release of an original master or an earlier medium is unknown or if the difference between its production or release date and the production or release date of the item being cataloged is two years or less, indicate the availability of the other medium or media in a note according to 7.7B16 and 8.7B16.

Produced also as slide set.
Issued also as slide set and videorecording.

Note: The use of production versus release dates is left to the cataloger's judgment. Make the note that seems best to give information about either production or release of other formats on a case-by-case basis.

8.4F2. See 7.4F2.

8.7B7. Edition and history. See 7.7B7.

11.0B1. Chief source of information. [New]. If a microfiche lacks a title frame to use as the chief source, the second preferred source is the eye-readable data at the top of the fiche. However, if the title that appears there is a shortened form of the title that appears on the accompanying eye-readable material or on the container, treat the accompanying material or the container as the chief source of information.

12.0B1. Sources of information. Printed serials. [Rev.]. The basis for the description is the first issue of the serial. In determining which issue is first, disregard the date of publication, etc., and use the designations on the issues. For serials that carry numeric or alphabetic designations, the first issue is the one with the lowest or earliest (in the alphabet) designation. For serials that do not carry numeric or alphabetic designations, the first issue is the one that carries the earliest chronological designation. (If the actual first issue is not available, use these same guidelines to determine which issue should be used as the basis of the description.)

Since the title page (or title page substitute) of the first issue is the chief source of information for a printed serial, a title page that is published later to cover one or more issues cannot be used as the chief source. (However, data from such a title page may be put into the note area when necessary.)

If the description has been formulated from the first issue of a serial, the body of the entry remains unchanged throughout the life of the serial. If issues after the first have data different from those recorded in the body of the entry, record the different data in the note area as necessary. However, if the differences are in the title proper, create a separate record when appropriate (21.2C). (For changes in the main entry heading, see 21.3B.)

12.1B1. [Rev.; formerly 12.1B2]. When a title in full as well as an initialism representing the words of the title appears in the chief source, select the initialism as the title proper only when it is the sole form presented in all locations other than the chief source.

12.1B2. [Rev.] In any case of doubt as to whether a word, phrase, or other statement is part of the title proper, apply the same guidelines as given in this rule in regard to the inclusion of a corporate body's name (or abbreviation of that name) as part of the title proper.

12.7B9. Publication, distribution, etc. [New]. If the date of publication of the first issue (cf 12.4F1) is later than the publication date of a subsequent issue, give the earliest date of publication in a note.

Vol. 2 published in 1967.
(First issue, designated "Volume 1," published in 1969)
Vols. for 1970-1979 published 1969-1979.
(First issue, designated "1957-1969," published in 1980)

21.1A2. General rule. [New]. Consider the entire run of a serial before entering it under the heading for a person. If different issues of the serial are known to have been or are likely to be created by different persons, do not enter the work under the heading for a person.

Enter a serial under the heading for a person only in instances in which one person is so closely connected to or involved with the serial that the publication seems unlikely to continue without that person. Some types of serials that might sometimes be considered to be unlikely to continue without the person named as author are

a) serials for which the same person is named as both author and publisher;

b) serials that carry the whole name or part of the name of the person in the title;

c) serials that do not emanate from a corporate body that might assure that the serial is continued.

Always lean toward not entering a serial under the heading for a person.

21.1B1. Definition. [Rev.]. Conferences

Include in the definition of a conference in footnote 1 any named meeting that is entered directly under its own name and any named meeting that is entered subordinately to a heading for a corporate body.

When determining whether a conference has a name, cases arise that exhibit conflicting evidence insofar as two of the criteria in the definition of a corporate body are concerned (capitalization and the definite article). When the phrase is in a language that normally capitalizes each word of a name, even in running text, consider a capitalized phrase a name even if it is preceded by an indefinite article. (This statement cannot apply to other languages).

Named: In July of 1977 a Conference on Management Techniques in Libraries was held ...

Unnamed: Late last year the Retail Manufacturers Association of the Greater Houston area sponsored the national conference on losses by theft at the ...

Another important point to bear in mind when deciding whether a phrase is a name is that the phrase must include a word that connotes a meeting ("symposium," "conference," "workshop," "congress," "colloquium"). (Note: Some notable sequential conferences that lack such a term are exceptionally considered to be named, e.g., Darmstädter Gespräch.)

Unnamed: A symposium titled "Coal Geology and the Future," sponsored by ...

For a meeting of a corporate body, treat the meeting as named if it consists of a generic term or of a generic term plus one or more of the following elements: the venue of the meeting; number, date, or other sequencing element; the name of the holding body.

named: Annual Conference of the American Academy of Advertising

First Constitutional Convention of the Congress of Industrial Organizations

5th Annual Conference of the Nigerian Political Science Association

Human Factors Society 1979 Annual Meeting

Annual Meeting // Society of Christian Ethics

42nd Annual Scientific Meeting // Committee on Problems of Drug Dependence, Inc.

21.1B4. [New]. When a work falling into one or more of the categories given in 21.1B2 involves a parent body and one of its subordinate bodies (with the subordinate body responsible for the preparation of the contents of the work), enter the work under the heading for the subordinate body if it is named prominently. Exception: If the name of the parent body appears on the chief source but the subordinate body does not, enter the work under the heading for the parent body alone.

If the name of the subordinate body is not stated prominently or if the subordinate body has no name, enter the work under the heading for the parent body.

21.30J. Titles. [New]

Data Comprising Title Added Entries and Method of Tracing Them

In MARC records added entries for titles are derived from the title field (tag 245) on the basis of an indicator (value 1 meaning "title traced the same"). The data constituting such a derived title added entry are those of the $a subfield of the title field.1/ In non-MARC records, title added entries are made on the basis of explicit instructions from the cataloger. For both types of records, indicate a derived title added entry by recording "Title." in the tracing. In most cases the derived title added entry will represent the title proper (for items without a collective title, the derived title added entry represents an arbitrarily determined title access). Indicate the tracing of any other titles by explicitly giving the title to be traced introduced by "Title:" and a space. In both MARC and non-MARC records the extent of the title proper is, for the most part, indicated by the first mark of prescribed punctuation; therefore, use of the standard convention "Title." is sufficient. When this is not the case for MARC records, i.e., for some reason the $a subfield of 245 does not equate to the added entry desired, then the "Title:" technique must be used. (For non-MARC records the same guidelines are used.)

1/For titles containing a designation of a number of a part ($n subfield) or a name of a part ($p subfield) or both, the derived title added entry also contains the data from these subfields as well.

The following three paragraphs describe situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.[2] For MARC records, a derived title added entry, traced as "Title.", can be made in all cases.

1) Alternative titles. Include alternative titles in the added entry for the title proper.

trace as: "Title."

2) Items without a collective title

a) Works by different authors. If the works in such an item are by different authors, no special action is required, since the title proper of the first work will be set off by a prescribed mark of punctuation, usually a colon or a slash.

Title proper :‡other title information / statement of responsibility.

Title proper /‡statement of responsibility. Title proper / statement of responsibility.

b) Works by the same author. If the works are by the same author and the titles of the works all lack other title information, make a derived title added entry. Note that the title added entry necessarily includes in one character string all the titles.

Title ; Title ; Title /‡statement of responsibility ...

trace as: "Title."

If any of the titles contains other title information, include in the title added entry the title(s) up to the first occurrence of other title information.

Title :‡other title information ; Title : other title information / statement of responsibility ...

trace as: "Title."

3) Titles proper containing parts of designations of parts. If the title proper contains a part or a designation of a part or both, include these in the title proper added entry.

Main title. Title of part /‡statement of responsibility ...

Main title. Designation of part, Title of part /‡ statement of responsibility ...

trace as: "Title."

Guidelines for Making Title Added Entries

The following guidelines represent an attempt to standardize, to a certain extent, practice in giving additional title added entries; they are not meant to be an exhaustive treatment of the question. Situations not addressed here should be left to the cataloger's judgment. When in doubt, it is best to be liberal in assigning additional title added entries.

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[2]/In the examples, the delimiter (‡) indicates the end of the $a, $n, or $p subfields in the MARC record.

1) General. Make added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are significantly different from the title proper (cf. 21.2A). Be more restrictive about alternative titles, partial titles, caption titles, half titles, running titles, and other title information; added entries for these are generally made only if one of the following is true: a) the work has also been published under the title; b) the work is cited in reference sources under the title; or c) the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication.

2) Abbreviations. When an abbreviation occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

Title proper: Messrs. Ives of Bridgeport ...
Title a.e.s.: I. Title. II. Title: Messieurs Ives of Bridgeport.

Title proper: Mt. St. Helens ...
I. Title. II. Title: Mount Saint Helens.

Title proper: St. Louis blues ...
Title a.e.s.: I. Title. II. Title: Saint Louis blues.

but

Title proper: M'Liss and Louis ...
Title a.e.: I. Title. [spelled-out form of abbreviation unknown]

3) Alternative titles. For MARC records, when a title proper includes an alternative title and the part of the title preceding the word "or" (or its equivalent) consists of three words or less that are filed on, make a title added entry consisting solely of the first part of the title in addition to the added entry for the complete title proper. The purpose of this is to insure that a title search key is formed solely on the first part of the title.

Title proper: Lilith, ou, La mère obscure ...
Title a.e.s.: I. Title. II. Title: Lilith.

4) Ampersand. When an ampersand (or other symbol, e.g., +, representing the word "and") occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the word "and" in the language of the title.

Title proper: A & B roads & motorways atlas of Great Britain ...

Title a.e.s.: I. Title. II. Title; A and B roads and motorways atlas of Great Britain.

5) Collective title. If an item contains more than one work and also has a collective title, make a title added entry only for the collective title. If the item has no collective title, make only one title added entry. For works by different authors, the added entry will be for the title of the first work named in the chief

source (cf. 2)a) in the first section above). For works by the same author, make a derived title added entry as illustrated in 2)b) in the first section above.

6) Comics. When cataloging an item that is about or consists of selections from a comic strip, single panel cartoon, etc., make an added entry for the title of the comic strip, etc., if this title does not also begin the title proper for the item being cataloged. If necessary, justify the added entry by a note.

Trudeau, G. B., 1948-
[Doonesbury. Selections]
Stalking the perfect tan ...

I. Title. II. Title: Doonesbury.

7) Corrected titles. If the title proper has been corrected by the "[i.e. ...]" or "[sic]" techniques (1.0F), make two added entries, one for the title proper as it appears (traced as "Title.") and another for the title in its corrected form.

Title proper: The Paul Anthony Buck [i.e. Brick] lectures ...
Title a.e.s.: I. Title. II. Title: Paul Anthony Brick lectures.

(Data in bracket preceded by "i.e." and "[sic]" are not filed on in LC, nor are they included in title search keys in the LC retrieval system.)

8) Initialisms. When an initialism that is given in all capital letters occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, apply the following:

a) With separating punctuation.[3] If the initialism has been transcribed with internal separating punctuation, make an additional title added entry in the form without any punctuation.

Title proper: A.-G. Chemie ...
Title a.e.s.: I. Title. II. Title; AG Chemie.

b) Without separating punctuation. If the initialism has been transcribed without separating punctuation, make an additional title added entry in the form with periods.

Title proper: ADLIB ...
Title a.e.s.: I. Title. II. Title: A.D.L.I.B.

9) Letters. When a series of letters that is not an initialism occurs as one of the first five elements filed on in a title proper or other title for which a title added entry is made, apply the following:

a) With spacing or separating punctuation. If the letters have been transcribed with internal spacing or separating punctuation, make an additional title added entry without any spacing or punctuation if it is thought that some catalog users might expect that the letters would be given in that form in the source.

Title proper: The A-B-C-D of successful college writing ...

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[3]/Separating punctuation in LC's system includes the hyphen (-), period (.), and slash (/).

Title a.e.s.: I. Title. II. Title: ABCD of successful college writing.

Title proper: A i u e o ...
Title a.e.s.: I. Title. II. Title: Aiueo.

b) Without spacing or separating punctuation. If the letters have been transcribed without spacing or separating punctuation, make an additional title added entry with spaces if it is thought that some catalog users might expect that the letters would be given in that form in the source.

Title proper: Abc of ocean liners ...
Title a.e.s.: I. Title. II. Title: A b c of ocean liners.

10) Numbers. When a number occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry as follows:

a) Arabic numbers (excluding dates). Make an added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. In spelling out numbers in English, follow the style indicated in section 8.4 of A Manual of Style, University of Chicago Press. For other languages, follow the preferred style of the language.

101 = one hundred one; use also one hundred and one[4/]
425 = four hundred twenty-five, not four hundred and twenty five
1001 = one thousand one; use also one thousand and one[4/]
1226 = one thousand two hundred twenty-six, not twelve hundred and twenty six
2500 = twenty five hundred, not two thousand five hundred

Title proper: The 1-2-3 guide to libraries ...
Title a.e.s.: I. Title. II. Title: One-two-three guide to libraries.

Title proper: 1a Mostra Toscena/scultura ...
Title a.e.s.: I. Title. II. Title: Prima Mostra Toscena/scultura.

Title proper: 3 point 2 and what goes with it ...
Title a.e.s.: I. Title. II. Title: 3.2 and what goes with it. III. Title: Three point two and what go s with it.

Title proper: The 3.2 beer law ...
Title a.e.s.: I. Title. II. Three-point-two beer law.

Title proper: 3:10 to Yuma ...
Title ae.s.: I. Title. II. Title: Three ten to Yuma.

4/An exceptional form provided for because of its frequent use.

Title proper: 27 wagons full of cotton ...
Title a.e.s.: I. Title. II. Title: Twenty-seven wagons full of cotton.

but

Title proper: A4D desert speed run ...
Title a.e.: I. Title.

Title proper: 1/3 of an inch of French bread ...
Title a.e.: I. Title.

Title proper: 1/10th hours of 48 hours ...
Title a.e.: I. Title.

Title proper: 2 1/2 minute talk treasury ...
Title a.e.: I. Title.

Title proper: .300 Vicker machine gun mechanism made easy ...
Title a.e.: I. Title.

Title proper: 003 1/2 ...
Title a.e.: I. Title.

Title proper: 3.1416 and all that ...
Title a.e.: I. Title.

Title proper: The 5"/38 gun ...
Title a.e.: I. Title.

b) Dates

1) Dates representing a single year or span of years. Do not make an additional added entry substituting the corresponding spelled-out form for dates written in arabic numerals representing a year or a span of years. If, however, such dates are written in roman numerals, make an additional added entry substituting arabic numerals for the roman numerals.

Title proper: 1915 : revue de guerre en deux actes ...
Title a.e.: I. Title.

Title proper: 1945-1975 Italia ...
Title a.e.: I. Title.

2) Other dates. If dates other than those representing a single year or a span of years are written in roman numerals, make an additional added entry substituting arabic numerals for the roman numerals. Make an additional added entry substituting the corresponding spelled-out form if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. Make this judgment regardless of whether the numerals in the source are arabic or roman.

Title proper: The XXth century citizen's atlas of the world ...
Title a.e.s.: I. Title. II. Title: 20th century citizen's atlas of the world. III. Title: Twentieth century citizen's atlas of the world.

Title proper: Le XVIIe & XVIIIe siècles ...
Title a.e.s.: I. Title. II. Title: 17e et 18e siècles. III. Title: Dix-septième et dix-huitième siècles.

Title proper: Australian painting, XIX and XX century ...

Title a.e.s.: I. Title. II. Title: Australian painting, 19th and 20th centuries. III. Title: Australian painting, nineteenth and twentieth centuries.

Title proper: XX. századi művészet ...

Title a.e.s.: I. Title. II. Title: 20. századi művészet. III. Title: Huszadik századi művészet.

but

Title proper: Arabskie dokumenty IX-XX vv. : Katalog ...

Title a.e.s.: I. Title. II. Title: Arabskie dokumenty 9-20-ykh vv. [no added entry from spelled-out form]

c) Roman numerals (excluding dates). Make an added entry substituting arabic numerals for the roman numerals. Make an additional added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source.

Title proper: World War II small arms ...

Title a.e.s.: I. Title. II. Title: World War 2 small arms. III. Title: World War Two small arms.

Title proper: Title XX comprehensive annual services plan ...

Title a.e.s.: I. Title. II. Title: Title 20 comprehensive annual services plan. III. Title: Title twenty comprehensive annual services plan.

but

Title proper: Neotropical Microlepidoptera XIX ...

Title a.e.s.: I. Title. II. Title: Neotropical Microlepidoptera 19. [no added entry from spelled-out form]

Title proper: XXV s″ezd KPSS i problemy ideologicheskoĭ bor′by...

Title a.e.: I. Title: 25-yĭ s″ezd KPSS i problemy ideologicheskoĭ bor′by v stranakh Azii i Afriki. [no added entry from spelled-out form]

d) Spelled-out form. Make an added entry substituting an arabic numeral for the spelled-out form if it is thought that some users of the catalog might reasonably expect that that was the form in the source.

Title proper: The road of a thousand wonders ...

Title a.e.s.: I. Title. II. Title: Road of 1000 wonders.

Title proper: A thousand and one facts about Soviet Estonia ...

Title a.e.s.: I. Title. II. Title: 1001 facts about Soviet Estonia.

but

Title proper: Two years before the mast ...

Title a.e.: I. Title.

11) Signs and symbols. When a sign or symbol occurs as one or in one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional added entry substituting the name or a written form for the corresponding sign or symbol if this can be done concisely and if it is thought that some users of the catalog might reasonably expect that the sign/symbol would be given in that form in the source.

Title proper: Transforming #1 ...
Title a.e.s.: I. Title. II. Title; Transforming number one.

Title proper: 100% cooperation with the United States ...
Title a.e.s.: I. Title. II. Title: One hundred percent cooperation with the United States.

Title proper: The 2$ window on Wall Street ...
Title a.e.s.: I. Title. II. Title: Two dollar window on Wall Street.

Title proper: Poe [illustration of a tree] : a simple introduction to experimental poetry ...

Title a.e.s.: I. Title: Poe. II. Title: Poetry. III. Title: Simple introduction to experimental poetry.

but

Title proper: Tables of the error function and its derivative, [reproduction of equations for the functions]
Title a.e.: I. Title.

12) Statement of responsibility. When a title proper begins with a separable statement of responsibility that is omitted from the uniform title (cf. 25.3B), make an additional title added entry for the title without the initial statement of responsibility.

Uniform title: [More beautiful you in 21 days]
Title proper: Eileen Ford's A more beautiful you in 21 days...
I. Title. II. Title: More beautiful you in 21 days. III. Title: More beautiful you in twenty one days.

13) Title same/similar to heading

a) Same as subject heading/subject reference. Do not apply the restriction stated in 21.30J3) prohibiting making an added entry for a title proper that is identical with a subject heading or identical with a direct reference to a subject heading used for the work.

b) Reverse of heading. When a title proper is the same as a heading (exclusive of catalogers' additions such as dates) but in a reversed form, make a title added entry.

Heading: **Monroe, Marilyn** 1926-1962.
Title proper: Marilyn Monroe ...
Title a.e.: I. Title.

14) Uniform title. Do not make title added entries for uniform titles. There may, however, be instances in which a title added entry is the same as the uniform title (e.g., 12) above).

15) Other. If a title proper or other title for which an added entry is made contains data within the first five words filed on for which there could be an alternate from that would be filed differently, make an additional title added entry under that form if it is thought that some users of the catalog might reasonably expect that form to be given in the source.

Title proper: Actfive and other poems ...
Title a.e.s.: I. Title. II. Title: Act five and other poems.

Limitation on Additional Added Entries for Same Title

When a single title exemplifies several of the above conditions, it is not necessary to make all the possible added entries; instead, limit the additional title added entries to those judged to be most useful.

Title proper: XX centuries & Mt. St. Helens ...
Title a.e.s.: I. Title. II. Title: 20 centuries and Mount Saint Helens. III. Title: Twenty centuries and Mount Saint Helens.

22.8A. [Rev.]. If the name chosen for the heading is based on a form found in non-English sources (cf. 22.3B, 22.3C1) and the name found in these sources includes "words and phrases denoting place of origin, domicile, occupation, or other charcteristic that are commonly associated with the name," use in the heading the forms for these words and phrases that are found in the sources used.

source: Shemu'el Duber mi-Barisov
heading: **Shemu'el Duber, mi-Barisov**
not Shemu'el Duber, of Barisov

If words and phrases denoting place, occupation, etc., appear only in complex statements that contain other elements, generally do not treat them as being "commonly associated" with the name. However, if the exclusion of such words and phrases results in a heading that conflicts, they may be added to the heading as a parenthetical qualifier (22.19A). (If added, use English forms whenever possible.)

Generally this rule requires a comma between the name and an associated phrase. Note, however, that in a few cases there is a single name that cannot be broken down into the components "name" and "phrase." Do not punctuate these with a comma. (However, make a reference from the form using a comma.) Several examples are furnished by the headings for Carmelites and certain other religious who formerly took a name in religion that combined a forename with the name of a saint, of a dogma, or of some event in the life of Jesus or Mary.

John of the Cross
x John, of the Cross

Marie de l'Incarnation
x Marie, de l'Incarnation

Elisabeth de la Trinité
x Elisabeth, de la Trinité

Marie de Saint Bernard
x Marie, de Saint Bernard

22.10. **Entry under initials, letters, or numerals.** [Rev.]. If a person only uses a full forename or forenames and an initial, enter under the initial.

name used: Mike Q.
heading: Q., Mike.

If a name consists entirely of initials, make a reference from the inverted form alone (not a name-title reference), beginning with the last initial. If the heading contains the full form of the name for which the initials stand as a parenthetical addition (cf. 22.16A), add the parenthetical addition in the reference as well. (Do not invert the names used in the addition.)

Note that for names consisting entirely of intials or entirely of separate letters that are presumed not to be initials, a single space is left between the initials/letters in all cases (cf. LCRI 22.1B).

H. D. (Hilda Doolittle), 1886-1961
D. S., Master
i. e., Master
X Y Z

For purposes of filing and machine searching in LC, initials/letters separated by a space, a period, or a combination of a period-space are treated as a series of words; letters not separated by a period or a space or a combination of a period-space are treated as a single word. Therefore, for names consisting entirely of initials or entirely of separate letters, make, in addition to other references, one from the "closed up" form, i.e., the form without periods or spaces.

H. D. (Hilda Doolittle), 1886-1961
x HD (Hilda Doolittle), 1886-1961

i. e., Master
x ie, Master

X Y Z
x XYZ

For references in a form other than the "closed up" form, use periods or not, depending upon whether they are used in the heading.

H. D. (Hilda Doolittle), 1886-1961
x D., H. (Hilda Doolittle), 1886-1961

X Y Z
x Z, X Y

22.22. **Names in the Arabic alphabet.** [Rev.]. For Arabic personal names covered by 22.22A, determine the elements that belong to the name from the universe of reference sources (22.22, footnote 18). Apply 22.22B-D to determine which of these elements of the name belong in the heading and the order of the elements. Transcribe the elements in their systematically romanized form if the Arabic script

form of the name is known. Exception: If the person is likely to appear in general English-language reference sources, apply LCRI 22.3C.

24.4B. **Names not conveying the idea of a corporate body.** [Rev.]. Generally do not add a general designation qualifier to a corporate name containing two or more surnames (without forenames or without forename initials). For performing duets do not add a general designation qualifier if the name contains two surnames (with or without forenames or forename initials) or if the name contains two forenames.

When establishing a heading for a ship, add a general designation in English if the name alone does not convey the idea of a corporate body. If there is any question at all as to whether there is an appropriate general term, take the term from the item being cataloged. If there is more than one ship with the same name, add a term as specific as necessary to resolve the conflict.

Ulua (Ship)
(Unique name; qualifier added to clarify the meaning of the heading)
Franklin (Aircraft carrier)
Franklin (Steamship)
(Two ships of the same name but each of a different type)

Lexington (Aircraft carrier : CV6)
Lexington (Aircraft carrier : CVA(N) 65)
(Two aircraft carriers with the same name)

Note: If a heading established before January 1981 includes a parenthesized term added to show that the heading represents a corporate body, consider the heading AACR 2 even if the presence of such a term is contrary to current thinking.

established heading: **Chefs' Rights Alliance (Society)**
AACR 2 form: **Chefs' Rights Alliance**
(Consider the established heading AACR 2)

Also consider the heading established before January 1981 AACR 2 if such a term is absent but is considered necessary according to current thinking (as above).

established heading: **BFA Educational Media**
AACR 2 form: **BFA Educational Media (Firm)**
(Consider the established heading AACR 2)

In dealing with performing groups, apply the following:

1) If the name contains a word that specifically designates a performing group or a corporate body in general (e.g., Band, Consort, Society) or contains a collective or plural noun (e.g., Ramblers, Boys, Hot Seven), do not add a designation to the name.

2) If the name is extremely vague, consisting primarily of single, common words (e.g., Circle, Who, Jets) or the name has the appearance of a personal name (e.g., Jethro Tull), add a designation to the name.

3) If the name falls between the above two categories (e.g., Led Zeppelin, Jefferson Airplane, Road Apple, L.A. Contempo), add a designation to the name.

If there is doubt whether a designation should be added, add it.

Use the designation "(Musical group)" unless special circumstances (such as a conflict) require a more specific term.

If the name chosen for the heading for a corporate body is composed of letters written in all capital letters (with or without periods between them), add a qualifier to the name (unless 24.5C is applicable). Do not add such a qualifier when the capitalized form is used in a see reference.

CAST (Group)
x C.A.S.T.

If the name is eligible for another qualifier (as when the name conflicts or when the body is a directly entered government agency that is not an institution), add the qualifier called for in this rule first. Separate the qualifiers by a space-colon-space.

BANAS (Organization : Indonesia)
x B.A.N.A.S. (Indonesia)

24.4C. Two or more bodies with the same or similar names. [Rev.].

Conflicts

When two or more bodies have the same name, 24.4C requires the addition of a qualifier to each name. Determine that a conflict exists when the AACR 2 name or heading for one body is the same as the AACR 2 name or heading for another body. "Conflict" is restricted to headings already established or being established in the catalog. It includes headings for earlier names that are covered by see references to later names but excludes names treated as variants; if a variant name used in a reference conflicts with a form used in the heading for another body, apply the provisions for resolving conflicts only to the variant name. Ignore the conflict that is only between names used as variants.

Arlington Development Center (Tex.)
(Independent nongovernment body)
Arlington Development Center (Calif.)
(Government body belonging to Arlington)
Arlington Development Center (Infodata, Inc.)
(Subordinate nongovernment body)
Arlington Development Center (S.D.)
(Government body belonging to South Dakota)

Note that the existing heading that previously was unique but which now conflicts must be reviewed in the light of 24.4C and changed if necessary.

Note: If a name or heading established before January 1981 conflicts with another name or heading but lacks a qualifier, consider it non-AACR 2.

Nonconflicts

Nongovernment bodies

If a nongovernment body is entered under its own name, add a qualifier unless one or more of the following apply:

1) In effect, the qualifier is already present.

2) The body is a business firm. If there is any doubt whatsoever as to whether a body is a business firm, consider that it is not so.

3) The body is an international one. If, however, the name comes to conflict, use your own judgment of the case: founding dates, some geographical qualifier, or something else that may occur to you as appropriate.

4) The name of the body is a very distinctive one. (Usually, but not always, this means that the name includes a proper noun or adjective that gives the whole name a very individual character. Note that proper nouns or adjectives merely indicating a field of study, interest, activity, etc., cannot usually be considered as individualizing the whole name, e.g., "Latin American" in "Center for Latin American Studies.")

Note: Nongovernment bodies include directly entered subordinate or related units of directly entered government bodies (cf. 24.17, second sentence).

Government bodies

If a government body other than an institution (see below) is entered under its own name, add a qualifier unless the government's name (or an understandable surrogate of the government's name) is already present in the name. The qualifier is required even if the name includes a proper noun or adjective (other than the name or the surrogate of the name of the government).

If, however, the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.) do not qualify its name when it is a very distinctive one (cf. point 4 above under "Nongovernment bodies"). If one of these names comes to conflict or the non-conflicting name is not distinctive, add a qualifier.

Note: When a non-conflicting heading established before January 1981 does not include a geographic qualifier but should according to current guidelines, consider the heading AACR 2. (Apply this both to government and nongovernment bodies.)

established heading: **Bicentennial Committee on Historic Houses**
AACR 2 form: **Bicentennial Committee on Historic Houses (Morris, Conn.)**
(Consider the established heading AACR 2)

Forms of Qualifiers

Geographic names

If a geographic name (place or jurisdiction) is the appropriate qualifier, use its catalog-entry form. Whenever the heading for a place name is qualified by the name of a larger place, retain the qualification when the heading for the smaller place is itself used as a qualifier. For the form of this qualifier and its punctuation see the following example:

name of body needing qualifier: Conference on Astrophysics

heading for qualifier: Chicago (Ill.)

heading: **Conference on Astrophysics** (1978 : Chicago, Ill.)

For the insertion of the comma between "Chicago" and "Ill.," see rule 23.4A. Note that other qualifications, e.g., "(Province)," "(East)," "(West)," "(North)," "(South)," "(Republic)," are not retained (cf. the second paragraph of rule 24.4C1).

Corporate names

If a corporate name is the appropriate qualifier, use the name in the form and language on which the heading for the body is based (not necessarily its catalog-entry form).

Center for Materials Science (National Measurement Laboratory)
not Center for Materials Science. (National Measurement Laboratory (U.S.))

Choice of Qualifiers

Independent nongovernment bodies

24.4C provides for various additions to corporate names as qualifiers. This rule emphasizes place names as the appropriate qualifier. Certainly other categories of qualifiers are possible (note especially 24.4C8). Considering solely the issue of qualifying by place name, one notes that even after having made the decision to apply 24.4C2-24.4C5, a decision remains as to which place name should serve as the qualifier. In sum, the direction contained in the rule is to use a local place name unless the body has a non-local character, in which case the direction is to use the name of the country for bodies national in character, the name of the province for bodies provincial in character, etc. This leaves it very much up to the cataloger to decide which place name to use, depending on an assessment of the body's character (or activities), based on the cataloger's experience and whatever knowledge or hints are available. There are no rules or rule interpretations for this assessment.

Once the cataloger has assessed the body's character, etc., then there are at least three situations in which catalogers need advice.

1) The cataloger knows precisely the range of activities of the body, but the extent of these activities corresponds to no jurisdiction, district, etc. For example, the body covers four counties of one of the U.S. states. Then, qualify by the name of the jurisdiction just above those involved, e.g., the state if counties are involved, the nation if states are involved.

2) The cataloger has only certain clues as to the body's character, etc. One obvious clue is the presence of words such as "national," "state," "provincial." Generally choose the qualifier that matches these words, if really in doubt about the body's character. (If it is known that a body called "national" is actually local, this paragraph does not apply.) In other cases, if the clues indicate that the body is either one or the other of two possibilities, e.g., it must be either municipal or county-wide, generally use the broader of the two possible qualifiers, e.g., the county instead of the city.

3) The cataloger has no knowledge or clues as to the body's character, etc., and therefore the assessment mentioned at the outset results in "I do not know and cannot guess." In this situation, qualify by the name of the country. Use this solution as a genuine last resort, however, not as a substitute for the assessment required.

The remainder of this statement is mainly for the question of when, in cases other than conflict, a qualifier should be added.

Subordinate/related nongovernment bodies

If a qualifier is needed for a directly entered subordinate or related unit of a nongovernment body or of a government body entered directly under its own name, add the name of a higher or related body, unless a geographic qualifier (place or jurisdiction) seems more appropriate.

Annenberg School of Communications (University of Pennsylvania)

Annenberg School of Communications (University of Southern California)

National Museum of American History (U.S.)
not National Museum of American History (Smithsonian Institution)

If the immediately higher or related body is entered subordinately, use in the qualifier the name of the next higher body in the hierarchy that is directly entered.

Institut avtomatiki i ėlektrometrii (Akademiâ nauk SSSR)
not Institut avtomatiki i ėlektrometrii (Sibirskoe otdelenie)

not Institut avtomatiki i ėlektrometrii (Akademiâ nauk SSSR. Sibirskoe otdelenie)

Government bodies

If a qualifier is needed for a directly entered government body, add the name of the government. **EXCEPTION**: For the various forest and range experiment stations of the U.S. Forest Service that are independently entered, use the local place as the qualifier if the name is not distinctive.

Conflicts in Qualifiers

Geographic names

If the addition of a nonlocal geographic name (place or jurisdiction) does not resolve the conflict, use the name of the local place instead.

Environmental Research Laboratory (Duluth, Minn.)

Environmental Research Laboratory (Gulf Breeze, Fla.)

(Pre-conflict form: Environmental Research Laboratory (U.S.))

EXCEPTION: If the name of the government is the appropriate qualifier for two bodies that have the same name, and one body is located in the People's Republic of China and the other is in the Republic of China, or one is located in East Germany and the other is in West Germany, or one is located in North Korea and the other is in South Korea, use as qualifiers

[name] (Germany : East)
[name] (Germany : West)

[name] (Korea : North)
[name] (Korea : South)

[name] (China)
[name] (China : Republic : 1949-)

If two bodies have the same name, and one is located in East Berlin and the other is in West Berlin, and the local place qualifier is appropriate to both bodies, use as qualifiers

[name] (Berlin, Germany : East)

[name] (Berlin, Germany : West)

Corporate names

In an exceptional case such as the institutes of branches of the Akademiia nauk SSSR, catalog-entry form for the corporate name may be used in the qualifier.

Institut geologii (Akademiia nauk SSSR. Komi filial)

Institut geologii (Akademiia nauk SSSR. Karel'skiĭ filial)

24.4C6. **Change of name of jurisdiction or locality.** [New]. If a corporate body is qualified by a geographic name (either a place or a government), use the heading for the current geographic entity as the qualifier (or the heading for the latest geographic name in use in the lifetime of the body if the corporate body no longer exists). Change an established heading whenever the existing qualifier becomes inappropriate (as when the geographic name changes or the corporate body moves from one locale to another).

Midlands Museum (Zimbabwe)
x Midlands Museum (Southern Rhodesia)
(Founded 1972; the name of the government changed in 1980)

Fourth Presbyterian Church (Bethesda, Md.)
x Fourth Presbyterian Church (Washington, D.C.)
(Founded 1828 in Washington, D.C.; moved to Bethesda, Md., in 1957)

24.7B. **Additions to conferences, etc.** [Rev.]. Do not add the number, date, or place to the heading on the name authority record when the conference is an ongoing one, even if all the meetings were held in one place (cf. 24.7B4). Apply this both to meetings entered directly under their own names and to meetings entered subordinately to headings for corporate bodies.

If the name of an ongoing conference conflicts, add to the name an appropriate qualifier.

authority record: **Governor's Conference on Education (Kan.)**
bibliographic record: **Governor's Conference on Education (Kan.)**

authority record: **International Symposium on Quality Control (1974-)**

bibliographic record: **International Symposium on Quality Control (1974-) (1st : 1974 : Geneva, Switzerland)**

In deciding between using local place or institution, etc. (24.7B4) when establishing the heading for a named conference, add as the qualifier the local place or institution, etc., that appears with the conference name in the source for the conference name (cf. 21.1B2(d)) as opposed to other locations within the item where the conference name is repeated. If an institution's name appears in the source, transcribe the institution's name as the qualifier, or if a local place name appears, transcribe that. If both such names appear, prefer to use the name of the institution, etc., generally without the name of the local place unless the name of the institution is a very "weak" one (use judgment in this respect and do not be concerned about a high degree of consistency).

If the item being cataloged contains the proceedings, etc., of two meetings of the same conference, and main entry under the heading for the conference is appropriate (cf. 21.1B2(d)), enter the item under the heading for the first conference and make an added entry under the heading for the second conference even if the meetings are consecutively numbered.

24.13, type 2. [Rev.]. Note that "e.g." means only "for example." Bodies called by terms other than "committee" and "commission" come under this type (cf. the fourth example). Some other words are "administration," "advisory ..." (e.g., "advisory panel"), "agency," "authority," "board," "bureau," "... group " (e.g., "work group"), "office," "panel," "service," "task force," "working party." Conversely, some commonly used words that have been rejected as falling into type 2 are "council," "project," "program." For the type's second criterion "providing the name of the higher body is required for the identification of the subordinate body," use judgment. A rule interpretation will not be developed in advance, but can be developed later if problems arise.

24.13, type 3. [Rev.]. The Joint Steering Committee for Revision of AACR has approved a rule revision that deletes the conflict provision of type 3 of rules 24.13 and 24.18. Pending the availability of the final wording from the JSCAACR, apply 24.13, type 3 as follows:

Enter the name of a subordinate or related body under the heading for the higher body in the following cases:

1) the name is an "empty" one; "empty" usually means that the name contains neither very distinctive elements (such as proper nouns or adjectives) nor subject words;

2) the name indicates only, or chiefly, the location or a numeric or alphabetic designation. For example, enter these names subordinately:

Technical Information Library
Class of 1880
Friends of the Library
District 330
42nd Annual Meeting
Scientific Forum
Western Region District
Utah Society
(of the American Institute of Architects)

In case of doubt as to whether the name fits 1) or 2) above, enter it subordinately.

Enter other names independently with qualifiers as necessary (cf. LCRI 24.4C).

Academy of Sciences
Carnegie Library
Fine Arts Museum
Music Archive

24.13, type 4. [New]. Enter a subordinate or related unit of a college or university subordinately if the name of the unit simply indicates a particular field of study, interest, or activity.

Universidad Mayor de San Simón (Cochabamba, Bolivia). Editorial Univeritaria

Universitat Wien. Institut für Österreichische Gesichtsforschung

University of California, Berkeley. University Art Museum

University of London. South African Materials Project

University of Texas at Austin. Council on Energy Resources

24.13, type 5. [Rev.] Base the determination of "entire name" on the form used in the heading for the higher or related body. However, if a subordinate body of a directly entered U.S. government body includes the entire name of its parent body except for a difference in the form used for the term "United States," regard the name of the subordinate body as including the "entire name" of the body.

name of subordinate body: South Carolina Advisory Committee to the U.S. Commission on Civil Rights

heading for parent body: **United States Commission on Civil Rights**

heading for subordinate body: **United States Commission on Civil Rights. South Carolina Advisory Committee**

Type 5 is not applicable to cases in which the subordinate body and the parent body have the same name except for the element of location in the subordinate name. The subordinate body must have some sort of element in its name other than location for it to be "a name that includes ..."

name: State University of New York at Buffalo
heading: **State University of New York at Buffalo**
not State University of New York. State University of New York at Buffalo

name: Camden Friends of the Earth
heading: **Camden Friends of the Earth**
not Friends of the Earth. Camden Friends of the Earth

Do not apply type 5 to the names of U.S. state universities that include the name of the statewide system.

name: University of Nebraska Medical Center
heading: **University of Nebraska Medical Center**
not University of Nebraska (Central administration). Medical Center

Routinely make a reference from the entire name of a body entered under type 5 if the name does not belong to 24.13, type 1.

American Legion. Auxiliary
x American Legion Auxiliary

Auburn University. Agricultural Experiment Station
x Agricultural Experiment Station of Auburn University

[The new material below replaces LCRI 24.12, Cataloging Service Bulletin, no. 11.]

If a named meeting (cf. LCRI 21.1B1) contains the entire name of a corporate body (i.e., the name used in the heading for the body), enter the meeting subordinately to the heading for the body if the name contains, in addition to the name of the body, no more than a generic term for the meeting or no more than a generic term plus one or more of the following elements; the venue of the meeting; number, date, or other sequencing element.

name: Annual Conference of the American Academy of Advertising
heading: **American Academy of Advertising. Conference** (22nd : 1980 : University of Missouri--Columbia)

name: First Constitutional Convention of the Congress of Industrial Organizations
heading: **Congress of Industrial Organizations (U.S.). Constitutional Convention** (1st : 1938 : Pittsburgh, Pa.)

name: 5th Annual Conference of the Nigerian Political Science Association
heading: **Nigerian Political Science Association. Conference** (5th : 1978 : University of Ife)

name: Human Factors Society 1979 Annual Meeting
heading: **Human Factors Society (U.S.). Meeting** (1979 : Boston, Mass.)

In all other cases, enter the named meeting directly under its own name.

name: Miami University Conference on Sentence Combining and the Teaching of Writing
heading: **Miami University Conference on Sentence Combining and the Teaching of Writing (1978)**

not Miami University. Conference on Sentence Combining and the Teaching of Writing (1978)

name: Unesco International Chemistry Conference
heading: **Unesco International Chemistry Conference** (1978 : Perth, W.A.)
not Unesco. International Chemistry Conference (1978 : Perth, W.A.)

24.15A. [New]. When a joint committee, commission, etc., is composed of representatives of two or three bodies, make a reference from the name of the joint committee as a subheading of each of the parent bodies.

Joint Committee on Western Europe.
x Social Science Research Council (U.S.). Joint Committee on Western Europe
x American Council of Learned Societies. Joint Committee on Western Europe

When the joint committee, commission, etc., is composed of representatives of more than three other bodies, make such a reference from the name of the first of the parent bodies mentioned in the item being cataloged. (In case of doubt as to which is first, make the reference from the first in alphabetical order, using the established form of name.)

Joint Committee on Government Publications.

(Joint Committee of the Association of Research Libraries, the American Library Association, the American Association of Law Libraries, and the Special Library Association)

x Association of Research Libraries. Joint Committee on Government Publications

24.18, type 2. [Rev.]. Test a name against this type only if it contains "a word that normally implies administrative subordination" Whether or not a word has such an implication depends on whether it is used commonly in a particular jurisdiction as part of the names of government subdivisions. Use judgment; if in doubt, consider that the word in question does not have such an implication. For names of government bodies within the U.S., the Library will attempt a higher degree of uniformity by making a list of words used within the U.S. that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), here are some other words with which to begin the list:

administration
advisory ... (e.g., advisory panel)
agency
authority
board
bureau
... group (e.g., work group)
office
panel
service
task force
working party

Conversely, here are some commonly used words which have been rejected as falling into type 2:

council
project
program

If the name passes the test described above, then evaluate it in terms of the second criterion in type 2: "providing the name of the government is required for the identification of the agency." Apply this criterion in the following way: If either the name of the government is stated explicitly or implied in the wording of the name, or the name contains some other element guaranteeing uniqueness (usually a proper noun or adjective), enter it independently; in all other cases, enter the name subordinately. Apply this inter-

pretation to the names of agencies at any level of government. (If variant forms in the body's usage create doubt about whether the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.)

If according to type 2 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

24.18, type 3. [Rev.] The Joint Steering Committee for Revision of AACR has approved a rule revision that deletes the conflict provision of type 3 of rules 24.23 and 24.28. Pending the availability of the final wording from the JSCAACR, apply 24.18, type 3 as follows:

If the body is at the national level of government, enter its name under the heading for the government in the following cases:

1) the name is an "empty" one; "empty" usually means that the name contains neither very distinctive elements (such as proper nouns or adjectives) nor subject words;

2) the name consists of an "empty" phrase (cf. explanation above) plus the qualifier "national" or "state" (meaning "national") or their equivalents in foreign languages;

3) the name indicates only, or chiefly, the location or a numeric or alphabetic designation.

For example, enter these names subordinately

Research Center
Library
Technical Laboratory
National Gallery
State Library
Region VII Cebu
Sarawak Region
Walla Walla District
Region 10
District No. 3

Enter the names of all other national level bodies independently with qualifiers as necessary (cf. LCRI 24.4C).

Population Research Center
Nuclear Energy Library
Technical Laboratory of Oceanographic Research
National Institute on Alcohol Abuse and Alcoholism
Corporation for Public Broadcasting

In case of doubt as to whether the name fits 1) - 3) above, enter independently.

If the body is below the national level and its name does not fall into any other type under 24.18, enter it under the heading for the government unless either the name of the government is stated explicitly or is implied in the wording of the name or the name contains some other element guaranteeing uniqueness (usually a proper noun or adjective). (If variant forms in the body's usage make it unclear as to whether the name includes the name of the government (as defined above), do not treat the name of the government as part

of the name of the body.) In case of doubt as to whether the name of a body below the national level fits the criterion for subordinate entry, enter it subordinately.

If according to these instructions, the body is entered under its own name, generally add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. LCRI 24.4C).

26.2A. "See" references. [Rev.]. Different forms of the name

References from Incorrect Names

If a name is incorrectly reproduced on the chief source of information of a work (e.g., misspelled or forenames transposed), make a simple see reference from the incorrect form to the heading.

100 Collins, John R.
400 Colins, John R.

References for Married Women

In languages where on marriage the woman normally adopts her husband's surname, if the woman is not established under her husband's surname but this surname is known, make a reference from his surname followed by her given name[s]. When the heading is established under the husband's surname, refer from the maiden name followed by her given name[s].

References from Initial Form

If an author has used an initial form in one or more of his or her works but the heading for the person is not established in its initial form, make one reference from the initial from in direct order and another from the inverted form, beginning with the last initial. If the names for which the initials stand are known, add the names (in direct order) as a parenthetical addition in the reference (cf. 22.16A).

100 Scottow, Joshua, 1618-1698
400 J. S. (Joshua Scottow), 1618-1698
400 S., J. (Joshua Scottow), 1618-1698

26.2B2. [New]. If a personal name heading consists entirely of initials, make a reference from the inverted form alone (not a name-title reference), beginning with the last initial. If the heading contains the full form of the name for which the initials stand as a parenthetical addition (cf. 22.16A), add the parenthetical addition in the reference as well. (Do not invert the names used in the addition.)

100 X Y Z
400 Z, X Y

100 H. D. (Hilda Doolittle), 1886-1961
400 D., H. (Hilda Doolittle), 1886-1961

26.2B4. [New]. If a heading consists of initials, a sequence of letters, or numerals, make a reference from the person's real name alone, not a name-title reference.

100 H. D. (Hilda Doolittle), 1886-1961
400 Doolittle, Hilda, 1886-1961

If the initials used in the heading stand for a phrase other than a personal name, make a reference from the phrase alone (in direct order), not a name-title reference.

Appendix B.15 **Abbreviations of the names of the months.** [New]. Change the caption on p. 558 from "Indonesian and Malaysian" to "Indonesian." Add the following:

Malaysian

Jan.
Feb.
Mac
Apr.
Mei
Jun
Julai
Og.
Sept.
Okt.
Nov.
Dis.

Appendix C.0 **Introductory rule.** [New].

Form for Arabic Numerals

Objective: The objective of this rule interpretation is to normalize the method of transcribing numbers used in access points of bibliographic records to achieve consistent results from filing accomplished either by computer or by person (the LC computer filing program reflects U.S. transcription practice only). In the LC computer filing program, commas are discounted but periods and spaces are not. Thus, 1,512 and 1512 are treated the same but 1.152 is treated as a decimal and 1 512 is treated as two distinct numbers separated by a space. Thus consistent treatment with respect to filing depends upon consistent, normalized transcription in certain cases.

A. Access points

For purposes of this rule interpretation, access points are headings, uniform titles, titles proper, series titles, and title added entries.

1. Transcribing numbers given in arabic numerals. Use U.S. practice as described in A Manual of Style, University of Chicago Press, section 8.9 for decimals and section 8.34 for use of the comma.

a. Decimals. Use a period instead of a raised dot or a comma.

3.14159, not 3 14159 nor 3,14159

b. Figures of one thousand or more. Use commas.

32,987 not 32.987 nor 32 987 nor 32987
1,512 not 1.512 nor 1 512 nor 1512

Do not, however, use a comma when the figure is judged to be a literary device, commonly written without the comma or when it is judged the comma would be inappropriate.

1001 decorating ideas ...

2. Updating existing records

a. Authority records

1) Names. Update any automated name authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

2) Series. Update any AACR 2 series authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

b. Bibliographic records.

1) Do not update pre-1981 non-MARC records to reflect this rule interpretation.

2) MARC records and post 1980 non-MARC records. Update any bibliographic record that contains a number in an access point that does not reflect the practice of this rule interpretation.

B. Other portions of the record

Use U.S. practice as described in A Manual of Style, University of Chicago Press, section 8.9 for decimals and section 8.34 for use of the comma. Note that section 8.34 contains exceptions applicable to page numbers, addresses, etc.

General Material Designations and Added Entries

Cataloging Service Bulletin, no. 10 (Fall 1980), explained that the general material designations (GMDs) prescribed by AACR 2 rule 1.1C for use in a bibliographic description would not be added by the Library of Congress to uniform titles. Since then the Library of Congress has been asked several times about a similar decision for titles other than uniform titles, specifically those that appear in added entries. The Library is not using GMDs in any added entries, whether these involve uniform titles or other titles.

Area 3 (AACR 2)

The third area in the ISBD(G) framework is the "Material (or type of publication) specific area," and this area 3 is implemented in AACR 2 in two chapters: chapter 3 for cartographic materials, where it is called the "Mathematical Data Area," and chapter 12 for serials, where it is called "Numeric and/or Alphabetic, Chronological, or Other Designation Area." The Library of Congress is also implementing area 3 under chapter 5 for music, under the designation "Musical Presentation Area." Questions have arisen regarding the preferred order when more than one "Material (or type of publication) specific area" is applicable to a single catalog record. This is governed by rule 0.25 which stipulates that area 3 details for a particular type of material precede the area 3 details relating to a serial.

Discrepancies Between Versions of Name Authority Records Held Outside LC and the LC Version

The following statement describes the status of information in the reference evaluation fixed field as between the LC version of the record (which is the same as that contained in the updated version of the entire name authority file that was redistributed from LC in April 1981) and the version of the record held by those agencies that did not receive and load the April 1981 updated version of the entire name authority file.

1) The only records redistributed to subscribers on a record-by-record basis as the result of the "flip" were the 34,267 records in which there was an actual "flip" of the AACR 2 form from a reference to a heading. The value in the reference evaluation fixed field was set to "b" (references unevaluated); both the distributed and LC versions of the record contain value "b."

2) For those records in which the heading was already AACR 2 at the time of the "flip," the LC version of the record was updated as described below but the records were not redistributed.

a) For those records containing one or more references, the value in the reference evaluation fixed field was set to "b" (references unevaluated). On November 16, 1981 (the day after the flip) there were 68,231 such records that contained "b." Under current procedures, only a change to a non-local variable field triggers redistribution of the record (a change solely to a fixed field does not trigger redistribution). Thus subscribers will receive an updated version of fixed fields only as a result of a change to a non-local variable field.

b) For those records containing no references, the value in the reference evaluation fixed field was set to "n" (no references). On November 16, 1981, there were 192,720 records that contained "n." Records in this category will only be redistributed upon a change to a non-local variable field.

Another situation that has just recently been recognized involves records containing contradictions. In January 1981 the Library had a backlog of approximately 20,000 records for which the input worksheets contained no provision for the reference evaluation fixed field. At the same time, it implemented use of the reference evaluation fixed field in the machine record, and the system set the value to "n" (no references) automatically. Since no one instructed staff to change the value to "b" (references unevaluated) in those records that did contain references, the Library now has the situation in which a substantial number of records (6,983 according to a run against the data base on November 18, 1981) say "no references" in the reference evaluation fixed field when in fact there are references. This anomaly will only be cleared up at the time of reference evaluation, provided that a change is also made to a non-local variable field.

SUBJECT HEADINGS

Combining Religion with Particular Topics in Subject Heading Practice

In subject heading practice four different types of headings are/were used to bring out the religious aspects of an inherently nonreligious topic, namely,

1) [topic] (in religion, folk-lore, etc.)
2) [topic]--Moral and religious aspects--[particular

3) [topic] ([particular religion or denomination])
4) [topic] and religion [or vice versa]; or [topic] and [particular religion or denomination] [or vice versa]

Such a diversity to express a similar combination of ideas has proven to be impractical; certainly there has been no consistency. The problem surfaced recently when it was decided to provide a separate freefloating subdivision to designate the folkloric aspect of a topic and to discontinue the first type of heading listed above (see Cataloging Service Bulletin, no 14, p. 58-64). A solution to the problem then became necessary. It was, therefore, decided to discontinue all headings of the first two types listed above, and replace them with three new, very distinctive subdivisions to be used under topics. The purpose of the following is to present guidelines for the use of these subdivisions and to explain the current status of the remaining two types of headings.

Headings of the type [topic] (in religion, folk-lore, etc.) and the subdivision Moral and religious aspects are no longer valid. Occurrences of the heading and the subdivision in LCSH will be removed as they are encountered in current cataloging. Henceforth, catalogers of the Subject Cataloging Division will assign headings to works dealing with topics from the religious standpoint only in accordance with the procedures specified below.

Procedures

1) Use, as the standard means of designating works that discuss the religious aspects of an inherently nonreligous topic, one or more of the following three subdivisions under the topic:

--Religious aspects--[religion or denomination]	[not freefloating]
--Mythology	[not freefloating]
--Moral and ethical aspects	[freefloating]

If the topic is a religious topic, e.g., Faith, do not use these subdivisions. Use instead the subdivisions appropriate for use under religious topics (see the subdivisions provided under Salvation in LCSH, the pattern heading for religious topics).

2) Religious aspects. Use this subdivision under non-religious topics to designate works that discuss the topic from the religious standpoint, i.e., how it occurs as a theme in religious beliefs and practices, its importance in religious doctrines, the relationship in general between the topic and religion, etc.

Birds—Religious aspects
Sex—Religious aspects
Cremation—Religious aspects

Further subdivide on a freefloating basis the subdivision Religious aspects by names of particular religions or denominations, as appropriate.

Freedom—Religious aspects—Christianity
Sports—Religious aspects—Episcopal Church
Gratitude—Religious aspects—Buddhism
Time—Religious aspects—Zen Buddhism

Note the new use of Christianity as a subdivision.

This provision will be announced in LCSH by the use of the following multiple subdivisions:

[topic]—Religious aspects—Baptists, [Catholic Church, etc.]
[topic]—Religious aspects—Buddhism, [Christianity, etc.]

Bring out place by means of additional headings. For example, if the work discusses the topic in relation to religion practiced in a particular place without indicating a particular religion, designate place by use of a heading of the type

[place]—Religion
or
[place]—Religious life and customs

When the subdivision is further subdivided by a particular religion or denomination, always assign at the same time as an additional heading the name of the religion or denomination with appropriate topical subdivison if any.

Title: Catholic Theology Pertinent to Women's Lib.
1. Feminism—Religious aspects—Catholic Church.
2. Catholic Church—Doctrinal and controversial works.

If the religion or denomination designated is in a particular place, it may be appropriate to bring out place and the religion or denomination by means of a single heading, e.g., Catholic Church—Spain. However, if a topical subdivision is also involved, assign two headings.

2. Catholic Church—Liturgy.
3. Catholic Church—Spain.

Regard the heading [topic]—Religious aspects as a religious heading. Therefore, if required for the work being cataloged, further subdivide headings of this type by subdivisions provided for use under religious topics, e.g. the subdivisions Comparative studies; History of doctrines; Meditations (see the subdivisions listed under the heading Salvation in LCSH).

3) Mythology. Use this subdivision under nonreligious topics to designate works that discuss the topic as a theme in mythology.

Rice—Mythology

For works that discuss the religious implications of a particular theme in mythology, do not assign the additional heading [topic]—Religious aspects, unless it is necessary to designate a particular religion or denomination. In that case, assign an additional heading of the type [topic]—Religious aspects—[religion or denomination].

Always bring out the particular mythology by adding headings of the type Mythology, Greek; Mythology, Jewish.

4) Moral and ethical aspects. Use this freefloating subdivision under nonreligious topics to designate works that discuss moral and/or ethical questions on the topic.

Dancing—Moral and ethical aspects.
Sterilization (Birth control)—Moral and ethical aspects.

If the work being cataloged also discusses the topic from the standpoint of a particular religion or denomination, assign an additional heading of the type [topic]—Religious aspects—[religion or denomination]

Title: The Morality of Birth Control for Catholics.
1. Birth control—Moral and ethical aspects.
2. Birth control—Religious aspects—Catholic Church.
3. Catholic Church—Doctrinal and controversial works.

5) Topics with religions or denominations in parenthetical qualifiers. Do not establish new heading of the following type:

Amulets (Hinduism)
Prophecy (Christianity)
Adoption (Theology)
Civil rights (Christian theology)

However, continue to use existing headings of this type if the heading is appropriate both as to the topic and the religion or denomination for the work being cataloged. Otherwise, establish and use a heading in the form [topic]—Religious aspects—[religion or denomination].

6) Multiples under inherently nonreligious topics. Provision is sometimes made in LCSH for subdividing a nonreligious topic directly by particular religions or denominations.

Marriage—Lutheran Church, [New Jerusalem Church, etc.]
including individual instances of the heading:
Marriage—Catholic Church
—Church of England
etc.

These multiple subdivisions in such instances will be cancelled on a continuing basis and replaced with the topic subdivided by Religious aspects with further subdivision by the multiple subdivison. However, it is a normal feature of LCSH for multiple subdivisions of this type to be provided directly under religious topics, and no change is being made in such practice.

Pentecostalism—Church of England [Lutheran Church, etc.]

Exception: names of particular religions or denominations are used as subdivisions directly under names of wars, e.g., World War, 1939-1945—Catholic Church.

7) "And" headings. In general, retain and assign existing "and" headings involving very broad disciplines discussed from the standpoint of religion in general or specific religions.

Communism and religion
Religion and economics
Christianity and law
Church and labor
Buddhism and politics
Medicine and Islam

When it is necesary to indicate a relationship between most topics and religion, headings of the type [topic]—Religious aspects—[religion or denomination] will suffice and are preferred. Continue to establish "and" headings, therefore, only when it is necessary to designate relationships with very broad disciplines and neither of the topics in the heading can be regarded as being dominant. Do not establish an "and" heading in connection with a topic if the subdivision Religious aspects has already been established under that topic.

It may become necessary to cancel certain "and" headings in favor of the alternative expression. For example, when the heading Evolution—Religious aspects—Islam was required, it was

necessary to avoid a potential conflict by cancelling the existing headings Evolution and Christianity and Evolution and Judaism. Evolution—Religious aspects—Christianity and Evolution—Religious aspects—Judaism were used in their place.

Certain Changes in Geographic Headings

The Subject Cataloging Division has received inquiries concerning the impact of AACR 2 on various existing regional names in LCSH. It will be noted from the rules on the qualification of geographic names (see Cataloging Service Bulletin, no. 11, p. 87-91) that no qualifier is required for most names of regions that are spread over more than two countries (or two first order divisions of Australia, Canada, Great Britain, Malaysia, Soviet Union, United States, and Yugoslavia). Therefore, no change is being made in the forms of heading for regions of this magnitude, if currently unqualified. The following headings, for example, are being assigned without alteration:

Africa, East
Africa, North
Africa, Sub-Saharan
Africa, West
Asia, Southeastern
Central America
Central Europe
Europe, Eastern
Latin America
Melanesia
Middle Atlantic States
Middle West
New England
North America
Northeastern States
Northwest, Pacific
Northwestern States
South America
Southern States
Southwest, New
West Indies

As indicated previously (Cataloging Service Bulletin, no. 12, p. 53-54), the heading for the Soviet Union for subject cataloging purposes is only the Soviet Union; Russia is no longer used. Most of the corrections involving the former name Russia will appear in second quarter 1981 Supplement to LCSH, which will also include several important local jurisdictional name changes, e.g., Moscow (R.S.F.S.R.), Leningrad (R.S.F.S.R.), and Russian S.F.S.R. The former headings Russia, Northern, etc., are being changed to the following:

Soviet Union, Northern
Soviet Union, Northwestern
Soviet Union, Southern

The former subject headings, Greece, Modern and Greece, Medieval were discontinued effective January 1981, and the existing heading Greece is being used in their places. Below are listed a few other changes (most revision work involving these headings will appear in the quarterly supplement cited above).

Pre-1981 Heading	Post-1980 Heading
Argentine Republic	Argentina
Germany, East	Germany (East)
Germany, West	Germany (West)
Hongkong	Hong Kong
Korea	Korea (South)
Korea (Democratic People's Republic)	Korea (North)
Philippine Islands	Philippines
Salvador	El Salvador
The West	West (U.S.)

January-September 1980 supplement to LCSH 9

A combination of computer and human error resulted in the omission from the third quarter 1980 supplement of the asterisks that normally indicate new headings and changes. This accidental omission provided the Library with the opportunity to determine the importance of the asterisks to the users of the supplement and to find out how the supplements are used. Therefore, inserted in the supplement were the statements below. Respondents were to choose the most appropriate of three statements to describe 1) the need for asterisks and 2) the use of the supplements.

1a. The omission of the asterisks had a serious negative impact on our use of the supplment.

1b. The omission of the asterisks was not critical, but they do serve an important function.

1c. The omission of the asterisks made no impact on our use of the supplement.

2a. We systematically check each incoming supplement against our card catalog, authority file, or data base.

2b. We systematically check the list of significant changes in each incoming supplement against our card catalogs, authority file, or data base, but do not check the list itself unless a question arises in cataloging or filing.

2c. We do not systematically check each supplement when it arrives and refer to the supplements only when a question arises in cataloging or filing.

Response has been heavy. As of November 9, 606 replies had been received. The responses to each question were

1a	65	(11%)	2a	96	(16%)
1b	289	(48%)	2b	193	(32%)
1c	252	(41%)	2c	317	(52%)
	602	(100%)		606	(100%)

There was generally a correlation between the use of the supplements and the need for the asterisks. The tally of each possible combination of responses is

1a,2a:	48	(8%)	1b,2a:	28	(5%)	1c,2a:	20	(3%)
1a,2b:	13	(2%)	1b,2b:	117	(19%)	1c,2b:	63	(10%)

It is clear that a minority of users were seriously disadvantaged by the omission of the asterisks. Those who use asterisks are heavily dependent on them because they attempt to provide authority control or to update their catalogs. The asterisks save time when checking headings against an authority file or catalog.

The survey elicited other information. The list of significant changes is very useful; many users check only this feature of the supplements. Some people wait until the annual supplement is received before checking it against catalogs or authority files. The most widely-shared opinion was that lack of staff prevented proper catalog maintenance.

The Library hopes that the computer error does not recur and the asterisks will return to the supplements. We regret the inconvenience. Our thanks to all who took the time to respond to the survey.

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Subject Heading Changes, 1975-1980

The list below represents some of the more important changes in subject headings made in the last six years. The list generally represents either patterns of headings or specific headings that were changed to another form and that were not replaced by specific see references from the old form to the new form.

Pattern changes are generally represented by changes from one subdivision to another or by changes from a phrase to a subdivision. Omission of words from a phrase is shown with ellipses (...). The list does not distinguish between pattern changes that have been carried out for all affected headings and those that are being changed gradually or as required for current cataloging.

The list is intended for use by those responsible for catalog or data base maintenance and by those who may wonder "Where did that heading go?" when a subject heading on old LC copy is not found in LCSH 9 or in the microfiche LCSH.

Old	New
—Abnormities and deformities	—Abnormalities
—Addresses, sermons, etc.	—Addresses, essays, lectures
... (African tribe)	... (African people)
Afro-Americans and alcohol	Afro-Americans—Alcohol use
Alcohol and ...	—Alcohol use
Altar gilds	Altar guilds
Ammonia intoxication	Ammonia—Toxicology
—Analysis and chemistry	—Analysis;—Chemistry
—Analysis and pathology	—Analysis
Animal pictures	Animals—Pictorial works
Antigens and antibodies	Antigens; Immunoglobulins
—Apparatus and instruments	—Equipment and supplies; —Instruments
... as a profession	—Vocational guidance
Athletes—Hygiene	Athletes—Health and hygiene
... ballads and songs	Ballads; Folk-songs; Songs
Beef cattle housing and equipment	Beef cattle—Housing; Beef cattle—Equipment and supplies
Belts (Clothing)—Trade and manufacture	Belt industry (Clothing)
Bicycles and tricycles	Bicycles; Tricycles
..., Books for ...	—Books and reading
Boxers	China—History—Boxer Rebellion, 1899-1901

Boxers—Indemnities

... breeding
Buddha and Buddhism
Cancer—Biography
—Cases (under non-legal headings
—Cases, clinical reports, statistics
Catholic Church. Liturgy and ritual. [name of rite]
Casserole receipts
Cerebral palsy—Rehabilitation
Chafing dish receipts
...(Child psychology)
Children—Anecdotes and sayings

Children—Law—Criminal provisions
Chili

China—History—1900

Color-sense
—Compends
... control
Cookery for hyperactive children
Cookery for hypoglycemics

Corporations—[local subdivision—Taxation
—Correspondence, reminiscences, etc.
Creep of ...
—Criminal provisions (under non-legal headings)
Czechoslovak Republic
—Devaluation

Deoxyribose synthesis
—Digests (under non-legal subjects)
Diuretics and diuresis
Dressmaking—Pattern books
Driving
Drugs—Prices and sale
Drugs and ...
Education of prisoners
..., Effect of radiation on
..., Effect of water pollution on
Electronic data processing—[topic]
—Estimates and costs
Fetus, Effect of drugs on the
Filaria and filariasis
Finnish languages
—Forms, blanks, etc.
—Fracture
Futurism
Gipsy-moth
Graduate medical education

China—History—Boxer Rebellion 1899-1901—Reparations
—Breeding
Buddhism; Gautama Buddha
Cancer—Patients—Biography
—Law and legislation—Cases

—Case studies;—Statistics

Catholic Church—[name of rite]

Casserole cookery
Cerebral palsied—Rehabilitation

Chafing dish cookery
... in children
Children—Anecdotes, facetiae, satire, etc.; Children—Quotations
Child abuse—Law and legislation

Chili con carne; Chili powder; Hot peppers; Peppers
China—History—Boxer Rebellion, 1899-1901
Color vision
—Outlines, syllabi, etc.
—Control
Hyperactive child syndrome—Diet therapy—Recipes
Hypoglycemia—Diet therapy—Recipes
Corporations—Taxation (Indirect)
—Biography; —Correspondence

—Creep
—Law and legislation—Criminal provisions
Czechoslovakia
Devaluation of currency (Indirect)
Deoxyribose—Synthesis
—Law and legislation—Digests

Diuretics; Diuresis
Dressmaking—Patterns
Driving of horse-drawn vehicles
Drug trade; Drugs—Prices
—Drug use
Prisoners—Education
—Effect of radiation on
—Effect of water pollution on
[topic]—Data processing

—Estimates
Fetus—Effect of drugs on
Filarioida; Filariasis
Baltic-Finnic languages
—Forms
—Fractures
Futurism (Literary movement)
Gypsy moth
Medicine—Study and teaching (Graduate)

Graduate nursing education	Nursing—Study and teaching (Graduate)
Guinea pigs	Guinea pigs
Heart—Diseases—Jurisprudence	Heart—Diseases—Law and legislation
Hindi literature—1947-	Hindi literature—20th century
[topic]—History—[local subdivision]	[topic]—[local subdivision]—History
Horsemen	Horsemen and horsewomen
Hospitals—Specifications	Hospitals—Contracts and specification
—Hospitals and sanitoriums	—Hospitals
... houses and equipment	—Equipment and supplies—Housing
Hunting—Implements and appliances	Hunting—Equipment and supplies
Hygiene, Rural	Rural health
Icelandic and Old Norse...	Old Norse ...
... in [place]	... —[place] (Indirect)
Indochina, French	Indochina
Induction (Electricity)	Induction, Electromagnetic; Induction, Electrostatic
Insect genetics	Insects—Genetics
Insects as carriers of plant diseases	Insects as carriers of plant disease
Islam—Biography	Muslims—Biography
Korea—History—Chosen, 1910-1945	Korea—History—Japanese occupation, 1910-1945
Lakh language	Lak language
Larvae—Amphibians, [Crustacea, Fishes, etc.]	Amphibians—Larvae [Crustacea—Larvae; Fishes--Larvae, etc.]
Larynx—Exploration	Larynx—Examination
—Law	—Law and legislation
—Laws and legislation	
—Laws and regulations	
—Regulations	
Library resources on ...	—Library resources (Indirect)
Liturgical objects—Judaism	Judaism—Liturgical objects
Malay race	Malays (Asian people)
Martyrs—Art	Martyrs in art
Medicines, Antagonism of	Drug antagonism
... metabolism	—Metabolism
Methodist Church—Biography	Methodists—Biography
Milling, ...	—Milling
Moselle wine	Wine and wine making—Moselle Valley
Mouth—Diseases—Diagnosis—Atlases	Mouth—Diseases—Atlases
Music—Bibliography—Manuscripts	Music—Manuscripts—Catalogs
Nurses and nursing	Nurses; Nursing
Occupational diseases—Sociological aspects	Occupational diseases—Social aspects
Orphans and orphan-asylums	Orphans; Orphanages
Part-song	Part-songs—History and criticism
Persecution—Early Church, ca. 30-600	Persecution—History—Early Church, ca. 30-600
—Personal narratives (under classes of persons)	—Biography
—Personal narratives (under types of activities)	[class of person participating in the activity]—Biography
Postgraduate medical education	Medicine—Study and teaching (Continuing education)
Poultry hatcheries	Poultry—Hatcheries
Poultry inspection	Poultry—Inspection

Poultry pests	Poultry—Diseases
Prejudices and antipathies	Prejudices
... processing	—Processing
Professional ethics for	—Professional ethics
Professions—Salaries, pensions, etc.	Professional employees—Salaries, pensions, etc.
Providence and government of God—Devotional literature	Providence and government of God—Prayer-books and devotions
Pyramids—Construction	Pyramids—Design and Construction
Quality of ...	—Quality
—Race question	—Race relations
Remote sensing systems	Remote sensing
... research	—Research
Restraint (Physiology)	Restraint of patients
Rhodesia, Southern	Zimbabwe
Salesmen and salesmanship	Sales personnel; Selling
Seasonal variations (Diseases)	Diseases—Seasonal variations
... seed	—Seed
... services (for classes of persons)	—Services for
Sex customs—Jews	Jews—Sexual behavior
... societies	—Societies, etc.
... socio-economic status	—Socioeconomic status
Spanish Americans in the United States	Hispanic Americans; Latin Americans—United States
Stock and stock-breeding	Livestock; Livestock—Breeding
Stock inspection	Livestock—Inspection
Stock poisoning plants	Livestock poisoning plants
... studies (for places and ethnic groups)	—Study and teaching
—Suburbs and environs	Headings for individual metropolitan areas and city regions
Sugar beet harvesting machinery	Sugar beet—Harvesting—Machinery
Synthine process	Fischer-Tropsch process
Tabasco	Tabasco pepper; Tabasco sauce
—Tables, calculations, etc.	—Tables
—Tables and ready-reckoners	—Tables
—Tables, etc.	—Tables
Terra-cottas	Terra-cotta sculpture
Textile industry and fabrics	Textile fabrics; Textile industry
Thermography (Medicine)	Medical thermography
Tongue, Hypertrophy of	Tongue—Hypertrophy
Toxins and antitoxins	Antitoxins; Toxins
Trichina and trichinosi	Trichinosis
United States—Armed Forces—Music	United States—Armed Forces—Songs and music
United States. Marine Corps—Women marines	United States. Marine Corps—Women
Vanes	Weather vanes
Vesperals (Music)	Vespers (Music)
Vitreous humor—Diseases	Vitreous body—Diseases
Women as ...	Women ...
Women's writings	—Women authors (under individual literatures and genres)
Workshop receipts	Workshop recipes
Wounds	Wounds and injuries

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DECIMAL CLASSIFICATION

The Decimal Classification Division will begin applying the expanded revision of 301-307 Sociology (Edition 19) on January 4, 1982. Copies of the expansion will be available gratis from Forest Press (85 Watervliet Avenue, Albany, N. Y. 12206 in December.

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PROCESSING SERVICES

68

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Editor: Robert M. Hiatt

CONTENTS

	Page
GENERAL	
Correspondence Addressed to the Library of Congress	3
CIP Error Reports	3
DESCRIPTIVE CATALOGING	
Library of Congress Rule Interpretations (LCRI)	4
"Relator" Terms	51
Hebrew and Yiddish Romanization	52
SUBJECT HEADINGS	
Authority Research for Subject Heading Proposals	52
Scope Notes	55
Headings for Individual Nationalities	57
Names of Rivers, Valleys, Watersheds, etc.	58
Hawaii as a Subject Heading	63
Legends and Stories about Animals	64
Subdivisions Further Subdivided by Place	65

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CONTENTS (Cont'd)

	Page
Liturgical Works	66
The Subdivisions "Relations" and "Military relations"	66
The Subdivision "Marketing"	67
January-September 1980 supplement to LCSH 9	67

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GENERAL

Correspondence Addressed to the Library of Congress

The following name should be added to those listed in Cataloging Service Bulletin, no. 14:

Audiovisual materials (descriptive cataloging)

Richard Thaxter
Head, Audiovisual Section
Special Materials Cataloging Division

CIP Error Reports

The notice below was published in Cataloging Service, bulletin 120 (Winter 1977). It is being reprinted here because the Library still receives a significant number of reports of the kind the notice attempted to discourage.

The Library of Congress has received a number of error reports based on incomplete CIP records in the MARC data base. The CIP record is based on publishers' reports rather than the actual book and is necessarily incomplete and at times incorrect (e.g., the publisher changes the title between the time the CIP record is created and the book is published). When the Library of Congress receives the finished book, the CIP cataloging is verified against the book and errors are corrected. Therefore, error reports for the incomplete CIP records are unnecessary. Errors that remain after elevating CIP records to full MARC records should, of course, continue to be reported.

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DESCRIPTIVE CATALOGING

Library of Congress Rule Interpretations (LCRI)

The guide below is a listing by rule number of the latest statement of all Library of Congress rule interpretations that have appeared in Cataloging Service Bulletin, no. 11-16. It is hoped that each issue containing LCRIs will include this cumulated list. The editor is indebted to the cataloging staff at Duke University for suggesting the idea as well as for compiling the list through no. 14.

Rule	Number				
1.0	13	1.4F1	13	2.12-2.18	16
1.0A	11	1.4F2	13	5.1B2	14
1.0C	14	1.4F5-1.4F6	11	5.2B1	11
1.0D	13	1.4F6	14	5.5B3	14
1.0E	14			5.7B19	14
1.0G	16	1.4F8	15	6.1F1	11
1.0H	11, 15	1.4G	14	6.1G1	11
1.1A2	11	1.4G4	12		
1.1B	14	1.5	12	6.4F1	11
1.1B1	11				
1.1B3	15	1.5E1	11	6.5B2	13
1.1B8	11	1.6	14	6.7B6	13
1.1C	11	1.6B2	13	6.7B10	13
1.1D1	11	1.6G	15	6.7B16	13
1.1D2	11	1.6H	14	6.7B19	14
1.1D4	11	1.6H4	11	6.8	13
1.1E5	11	1.6J	13	7.1B1	13
1.1F	12	1.7	11	7.1F1	13
1.1F1	13	1.7A1	12	7.4C	13
1.1F4	14	1.7A3	13	7.4F2	15
1.1F7	13	1.7A4	15	7.7B4	13
1.1F11	13	1.7B2	16	7.7B6	13
1.1F12	12	1.7B4	16	7.7B7	15
1.1F15	12	1.7B6	14	7.7B9	13
1.1G1	11	1.7B12	12	7.7B16	13
1.1G2	11	1.7B16	12	7.8	13
1.2B1	11	1.7B20	12	8.1F1	13
1.2B3	13	1.7B21	12	8.4C	13
1.2B4	13	1.8B	16	8.4F2	15
		1.8D	16	8.5B1	11
1.4B	14	1.10	11	8.5B2	13
1.4B6	11, 12			8.7B4	13
		2.0B1	11	8.7B6	13
		2.2	13	8.7B7	15
1.4B8	13	2.4F	14	8.7B9	13
1.4C	12	2.5B9	16	8.7B16	13
1.4C3	12	2.5C1	15	8.7B18	13
1.4C6	15	2.5C2	15	8.8	13
1.4C7	15	2.5C6	15	Chapter 11	14 (p. 56)
1.4D	16	2.7B	12	11.0B1	15
1.4D2	12	2.7B1	12	12.0	13
1.4D3	11	2.7B5	11	12.0B1	16
1.4D4	13	2.7B7	16	12.0D	11
1.4D6	13	2.7B13	16	12.1B1	15
1.4E	12	2.7B14	13	12.1B2	15
1.4E1	11	2.7B18	12	12.1B3	13

BEST DOCUMENT AVAILABLE

12.1B6	14
12.1E1	11
12.1F1	11
12.3G	11
12.7B	14
12.7B9	15
13.5B	11
13.6	11
21.0B	12
21.1A2	15
21.1B1	14, 15
21.1B2	14
21.1B2a	16
21.1B2c	16
21.1B3	14
21.1B4	15
21.7B	13
21.7C	13
21.17B	14
21.23A-21.23B	13
21.23C-21.23D	13
21.29	12, 13
21.29D	13
21.30	13
21.30E	13
21.30F	14
21.30G	14
21.30J	15
21.30L	14
21.38	14
22.1B	16
22.1D2	11
22.2	11
22.2A	14
22.2C	11
22.2C3	14
22.3A	14
22.3B1	11
22.3C	16
22.3D	13
22.5A	13
22.5C2	11
22.5C4	11
22.5C8	11
22.6	11
22.8	13
22.8A	15
22.8B	11
22.10	15
22.11D	11
22.12	11
22.12ff	11
22.13B	11
22.14	11
22.15A	11
22.16A	14
22.17A	11
22.17C	14
22.17D	11
22.18	14
22.18-22.20	14
22.19B	11
22.20	14
22.22	15
22.26C2	14
22.27A	14
22.27B	14
22.27C	14
22.27D	14
23.2A	16
23.4B	13
23.4D2	11
23.4D3	11
23.4F	14
23.4G	13
23.4J	14
24.1	14
24.1A	11
24.2	13
24.2C	13
24.2D	11
24.3A	13
24.4B	15
24.4C	15
24.4C6	15
24.4C8	16
24.4C9	11
24.5A	11
24.5C1	13
24.6	16
24.7B	15
24.10B	11
24.13	16
24.13,type 1	11
24.13,type 2	15
24.13,type 3	15
24.13,type 4	15
24.13,type 5	15
24.14	11
24.15A	15
24.15B	16
24.17	14
24.18	16
24.18,type 1	11
24.18,type 2	16
24.18,type 3	15
24.18, type 4	14
24.19	11
24.20B	13
24.20E	11
24.21B	14
24.21C	16
24.21D	16
24.24A	14
24.26	11
24.27C	13
24.27C3	13
25.2A	16
25.3A	13
25.3A/25.4A	11
25.3B	13
25.4A	11
25.5B	14
25.5D	16
25.5E	11
25.6A	11
25.6A2	13
25.7	11
25.8-25.9	13
25.8-25.11	16
25.9	16
25.10	16
25.13	13
25.14	14
25.15A1	13
25.15A2	11
25.19	11
25.23A	11
25.27B	14
25.29D	11
25.29E	14
25.29G	11
25.30	14
25.31A1	11
25.32	13
25.32A1	11
25.35	13
25.35-25.36	13
25.36	13
25.36B	14
26	13
26.0	13
26.1	13
26.2A	15
26.2A3	13
26.2B2	15
26.2B4	15
26.2C	13
26.2D	13
26.2D2	12
26.3	13
26.3A3	13

26.3A4	13
26.3A7	13
26.3B-C	13
26.4A	12
26.4C2	12
26.5	12

APPENDICES

A.1	11
A.2A	16
A.34	13
B.4	13
B.9	14
B.14	13
B.15	15
C.0	15
C.6	13

D, "Collection"	14
D, "Colophon"	13
D, "Preliminaries"	16
D, "Running title"	14

1.0G. Accents and other diacritical marks. [New]. In French, Portuguese, and Spanish, do not transcribe or add accent marks over letters that are transcribed in their capitalized form. (Note: The Spanish letter Ñ is transcribed as found since it is a separate letter of the Spanish alphabet.) For books published before 1801, retain an accent found in the source being transcribed, but do not add one not present.

1.4D. Name of publisher, distributor, etc. [New.] Seals, insignia, logos. If the only appearance of the name of a publisher, etc., is in a seal, insignia, or logo, treat the seal, etc., as a publisher statement. Record the name without brackets if the seal, etc., is in a prescribed source.

1.7B2. [Rev.]. Generally restrict the making of language and script notes to the situations covered in this directive. (Note: In this statement, "language" and "language of the item" mean the language or languages of the content of the item (e.g., for books, the language of the text); "title data" means title proper and other title information.)

If the language of the item is not clear from the transcription of the title data, make a note naming the language whether or not the language is named after a uniform title. Use "and" in all cases to link two languages (or the final two when more than two are named). If more than one language is named, name the languages in alphabetical order. For the form of the name of the language, follow Library of Congress Subject Headings. (Exception: Use "Greek" for classical Greek and modern Greek; if the item includes text in both, use "Classical Greek" and "Modern Greek" in the note.)

Arabic and English.

Text in Coptic and French; notes in French.

In addition, record in a note the language of the item being cataloged (whether or not the language is identified in the uniform title or in the body of the entry) in the following cases:

1) When the bibliographic record for the item bears one or more of the following symbols below the LC card number: AM, HE, NE, SA. **Exception:** Do not make the note for an item in Arabic, Armenian, Hebrew, Indonesian, modern Turkish, or Vietnamese unless the language is being recorded for another reason.

2) When the language of the item is indigenous to Africa and is in a roman script.

3) When the language of the item is not primarily written in one script. Name both the language and the script in language notes. (Note: Do not add "script" to the name of a script unless the name is also the name of a language.)

In Konkani (Kannada script)
In Konkani (Devanagari)
In Serbo-Croatian (Roman)
In Serbo-Croatian (Cyrillic)

4) When the language of the item is written in a script other than the primary one for the language. Name both the language and the script in the language notes.

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In Panjabi.
(For a publication using the Gurmukhi script)
but In Panjabi (Devanagari)

In Sanskrit.
(For a publication using the Devanagari script)
but In Sanskrit (Grantha)

In Sindhi.
(For a publication using the Persian script)
but In Sindhi (Gurmukhi)

In Azerbaijani (Arabic script)
(For a publication using the Cyrillic script)
but In Azerbaijani (Arabic script)
In Azerbaijani (Roman)

In Church Slavic.
(For a publication using the Cyrillic script)
but In Church Slavic (Glagolitic)

5) More information may be added to language and script notes whenever the case warrants it.

English and Sanskrit (Sanskrit in roman and Devanagari)

1.7B4. [Rev.]. A note may be essential to show a variation from the chief source title appearing elsewhere in the item. Although the source may contain more than one title, record in a note only the needed variant title, not titles already given in the description. If added title page, record the note as "Title on added t.p." followed by a colon-space and the title. If the variant title appears in another source, specify its location (e.g., ""Title on p. [4] of cover:). There is no situation for which the notes "Added title." or "Added title:" or "Added t.p.:" are appropriate.

For languages that are not romanized, the Library of Congress observes the following practices:

1) Entries filed, or subfiled, under uniform title.

Entries that have a uniform title also bear a "Title romanized" note that contains a romanization of the title proper. Place the note in the note area. Trace the title explicitly if an added entry for it is being made (cf. 21.30J). (A "title romanized" note is made even if the title proper of the item is identical to the uniform title.)

2) Entries filed, or subfiled, under publication title.

On bibliographic records for which no uniform title is appropriate, entries under a name heading show the romanized title proper printed within parentheses under the heading; the "Title romanized" note is omitted. For items entered under title proper, the romanized title proper is enclosed within parentheses and printed in boldface as a hanging indention; the nonroman item title appears under this as another hanging indention beginning on a separate line. Exception for writing systems that read from right to left: For title entries the romanized title begins at the left margin, i.e., where each nonroman line in the body of the entry ends; the nonroman publication title appears as a hanging indention beginning at the right margin.

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3) Length of title romanized:

When romanizing a title proper, generally romanize the whole title proper (including an alternative title). However, 1.1B4 does provide for a shortening technique, necessary in cases of "long" titles. A "long" title should be understood as a title that is "too long," with a more precise understanding of this extreme length left to the judgment of the cataloger. Keep in mind that a general shortening is not what the rule suggests. Normally, as already stated, romanize the entire title proper. The rule provides a technique for use after the cataloger has felt a need for it. Note that in applying the technique, words omitted must always be at the end, never before the sixth word nor somewhere in the middle, and the part preceding the omission must be a phrase that will stand alone. Abridge the title romanization and the transcription of the nonroman title proper to the same extent. Show the omission by the use of three dot in the body of the entry but not in the title romanization.

4) If the item lacks a collective tile, romanize all the titles to the first recorded other title information or the first recorded statement of responsibility, whichever occurs first (cf. LCRI 21.30J). (These provisions are applicable even if no added entry is being made for the title of the item and without regard to the uniform title that may be assigned to the record.)

If a binder's title varies significantly from the title proper of the item (cf. 21.2A), record it in a note and make an added entry for it. If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), give only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., "LC copy has binder's tile: ..." In case of doubt, do not assume that the item was bound only for LC.

1.8B. Standard number. [Rev. Supersedes Cataloging Service Bulletin, no. 9]

International Standard Book Number

A. GENERAL. Each valid ISBN recorded in the bibliographic record together with any qualification and associated terms of availability constitutes a single incidence of the ISBN area. (For invalid ISBNs, see section E below).

The examples shown reflect the "modified" conventions to be used in creating MARC catalog records. Catalogers creating non-MARC records should follow the guidelines below insofar as selection, order, transcription, and qualification are concerned, but use the output conventions described in Appendix II.B for prescribed punctuation and paragraphing.

In these guidelines the term edition, etc., refers to a bibliographic unit distinguishable with reference to its text, publisher/distributor, binding/format, volume/set. The term item refers to the item being cataloged and/or to the source(s) upon which the description is based.

Because of the nature of publishing, it is impossible to anticipate all possible situations that might occur with respect to ISBNs. For situations not covered here, the cataloger should use judgment to construct statements that are clear and unambiguous.

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B. SELECTION OF ISBNS FOR INCLUSION IN THE CATALOG RECORD. The provisions below deal with the selection of ISBNs for inclusion in the catalog record. Record ISBNs found in an item only as specified in these guidelines.

1. Single ISBN given in the item. If an item carries a single ISBN, record that number in the ISBN area. Normally this number will correspond to the first entity named in the publication, etc., area of the catalog record. If the ISBN relates to an entity that is not the first named in the publisher element or to an entity that is not recorded, qualify the ISBN with the name of the entity to which it relates. (Apply this provision also to reprints when the only ISBN available is that of the original edition.)

If a publisher has offices in more than one country and this is reflected in the place of publication element, qualify the ISBN by the name of the appropriate country if the ISBN does not relate to the first named place in the place of publication element.

Berlin ; New York : Springer Verlag

ISBN x-xxxx-xxxx-x (U.S.)

If it is not known to which country the ISBN relates, do not qualify it.

If the number in the item is that of a country different from that of the publisher (cf. Appendix I.A.1: Group Identifier), for instance a Spanish ISBN in a book published in the U.S., include the number and qualify it with the name of the associated publisher/distributor if this can be determined, otherwise by the name of the country, if known.

2. More than one ISBN given in the item. Record one or more ISBNs in the catalog record according to the guidelines below.

a. More than one publisher or distributor

1) Imprints other than U.S. Record the ISBN(s) for the first named entity in the publication, etc., area. If there is no ISBN for that entity, record the ISBN(s) for any other single entity named in the publication, etc., area or on the item and qualify by the name of the corresponding entity.

2) U.S. Imprints. Record the ISBN(s) for the first named entity in the publication, etc., area. If there is no ISBN for that entity, record the ISBN(s) for any other single entity named in the publication, etc., area or on the item and qualify by the name of the corresponding entity.

In addition, always record the ISBN(s) for the distributor if given in the item.

3) Mixture of U.S. and foreign imprints. If a U.S. and a foreign entity are involved in the publication/distribution of an item, record the ISBN(s) associated with the U.S. publisher or distributor (or both if present). If, in such cases, the U.S. entity is not the first named in the publication, etc., area of the record, qualify the ISBN(s) by the name of the U.S. entity.

b. Publisher with offices in the U.S. and a foreign country. If a publisher having offices or distributing publications both in the U.S. and in a foreign country gives a U.S. ISBN in an item as well as a foreign ISBN, record only the U.S. number. If the first place of publication recorded in the publication, etc., area is not in the U.S., qualify the ISBN with "U.S."

c. ISBN for more than one edition available. In general, record only the ISBN(s) for the edition being cataloged, except as indicated elsewhere in these guidelines. In special cases, an ISBN for another edition may be recorded if the cataloger judges it to be very useful and if no separate record for the other edition will be created. (Apply this provision to "editions" that are published more or less simultaneously.) Qualify the additional ISBN as appropriate.

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (International ed.)

d. More than one type of binding/format. If the item includes ISBNs relating to types of binding/format different from that of the item being cataloged, record the ISBN relating to the binding of the item being cataloged and then all numbers relating to other bindings, etc.

If, however, it is known that separate records will be made for the different bindings or formats, do not include them in the record.

e. More than one marketing technique. Do not include an ISBN that relates solely to a marketing or packaging technique (e.g., "ten-copy pre-pack") unless this is the only ISBN available.

f. Multipart items. Publications in more than one part may bear an ISBN for the entire multipart item, ISBNs for the individual parts, or both. Because catalog records may be created for the entire set and/or for individual parts, depending upon the treatment decision, ISBNs should be recorded as appropriate for the unit being cataloged as follows:

1) Record for an individual part. If the part bears ISBNs for the individual part and for the set, record both in the record for the part if no collected set record will be created. (Give the ISBN for the part first.) If a collected set record will be created, give only the ISBN for the part.

If the individual part bears only a number associated with the entire multipart item, give this number in the record for the part.

2) Record for the collected set. In the record for a collected set give the ISBN associated with the entire set. If the multipart item is complete in two parts and there will be no analytical records for the parts, record also the numbers for the individual parts in the collected set record. Give the ISBN for the set first.

If there is no number associated with the entire set, record the ISBN associated with the first part of the set or, if that is not available, the ISBN for the earliest part of the set available. Add the number of the part as a qualifier in all such cases.

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g. ISBNs for accompanying material. Record the ISBN(s) for any item accompanying the main work if the item will be described in the accompanying material element of the physical description area or the note area of the record, and no separate record is to be made for the accompanying item(s).

For CIP items at the galley stage, do not include an ISBN for accompanying material if the material is known to be of a kind that LC will not acquire.

h. More than one ISBN assigned to the same edition, etc. If multiple ISBNs are present in an item and it cannot be determined that they relate to different editions, publishers, bindings/formats, etc., record all numbers found. (This may occur, for example, when there is one ISBN inside a book and a different one on the dust jacket, or when a national bibliography gives one ISBN and a different one appears in the item.) If all such numbers are internally valid, record each in a separate ISBN area. (For instructions concerning invalid ISBNs, see section E below.) A number not found printed in the item itself is qualified with the name of the place from which it was taken.

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (jacket)

C. **ORDER OF MULTIPLE ISBNS IN THE RECORD.** When more than one ISBN is to be included in the record according to the guidelines above, always record first the ISBN of the edition, etc., being cataloged. In addition, apply the guidelines below, when appropriate, in the order given.

1. Multiple publishers/distributors. Record first the ISBN(s) relating to the publisher of the item being cataloged. Record ISBNs relating to other publishers or to the distributor in the order of the corresponding entities as they are recorded in the publication, etc., area of the record (if they are present there).

New York : Grove Press : distributed by Random House

ISBN-x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (Random House)

2. More than one binding/format. Within each set of the ISBNs relating to a single publisher, record first the ISBN reflecting the format/binding of the item being cataloged. (Thus, if the item being cataloged is hardbound, then the number for the hardbound edition will come first in each set of ISBNs in the record). After the ISBN for the format/binding being cataloged, the preferred order is: hardbound, softbound, library binding, any other.

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (pbk.)
ISBN x-xxxx-xxxx-x (Random House)
ISBN x-xxxx-xxxx-x (Random House : pbk.)

3. Multipart items. Within a set of ISBNs relating to a single publisher and/or a single format/binding, record first the ISBN for the collected set (if appropriate—cf. B2.f above) then the ISBNs for individual parts in the order indicated by the sequencing designation used on the items.

ISBN x-xxxx-xxxx-x (set)
ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)

BEST DOCUMENT AVAILABLE

ISBN x-xxxx-xxxx-x (Random House : set)
ISBN x-xxxx-xxxx-x (Random House : v. 1)
ISBN x-xxxx-xxxx-x (Random House : v. 2)

4. Accompanying material. Record any ISBN(s) for accompanying material after all numbers relating to the main work. However, if it is clear that the accompanying material relates only to one publisher, binding/format, part, etc., it may be given after the number or set of numbers to which it best relates.

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (supplement)

5. Multiple valid numbers relating to the same edition, etc. When more than one valid number relating to the same edition, etc. is being recorded (cf. B.2.h above), give the numbers in the appropriate order with regard to their publisher, etc., binding, sequencing designation, relation to accompanying material, etc. Give first the number(s) appearing inside the item being cataloged. Give numbers appearing on jackets, data sheets, national bibliographies, afterward. (For determining the order of invalid ISBNs, see E.1.b below).

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (v. 2 : jacket)

6. Complex situations. The following pattern illustrates the preferred order of numbers in a complex situation, namely grouping them by entity and within entity by format, volume number, accompanying material related to a particular volume, and accompanying material related to the work as a whole.

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (workbook : v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (v. 2 : jacket)
ISBN x-xxxx-xxxx-x (workbook : v. 2)
ISBN x-xxxx-xxxx-x (pbk. : v. 1)
ISBN x-xxxx-xxxx-x (pbk. : v. 2)
ISBN x-xxxx-xxxx-x (Random House : v. 1)
ISBN x-xxxx-xxxx-x (Random House : v. 2)
ISBN x-xxxx-xxxx-x (Random House : pbk. : v. 1)
ISBN x-xxxx-xxxx-x (Random House : pbk. : v. 2)
ISBN x-xxxx-xxxx-x (supplement)

D. TRANSCRIPTION OF ISBNS

1. MARC records. Transcribe a valid ISBN as it appears in the source (i.e., with or without division of the ISBN into parts). However, if spaces are used to separate the parts in the source, replace them with hyphens when transcribing the number. For CIP items at the galley stage, always supply the correct hyphenation, if not already present, according to the instructions for non-MARC records below. (ISBNs in hyphenated form are part of the CIP data sent to publishers by the Cataloging in Publication Division.)

a. Ten-digit numbers. Transcribe a ten-digit number as it appears in the source.

BEST DOCUMENT AVAILABLE

b. Nine-digit numbers. If an ISBN appears in the source with nine digits and it relates to one of the countries whose group identifier is zero (cf. Appendix I.A.1)), add a zero as the first digit if a zero appears to have been omitted. If a nine-digit number does not relate to the zero group of countries or does not appear to be lacking an initial zero, apply the conventions for invalid numbers set forth in section E below.

c. Other numbers of digits. If an ISBN appears in the source with fewer than nine or more than ten digits, apply the instructions for invalid numbers in section E below.

2. Non-MARC records. Transcribe ISBNs in non-MARC records as follows:

a. Ten-digit numbers.

1) First digit is 0-6. If the ISBN given in the item is hyphenated, transcribe it as it appears. If it is not hyphenated, insert hyphens as follows:

If the first digit is 0-6, and the second and third digits

are:	insert hyphen after:
00-19	1st, 3rd, 9th digits
20-69	1st, 4th, 9th digits
70-84	1st, 5th, 9th digits
85-89	1st, 6th, 9th digits
90-94	1st, 7th, 9th digits
95-99	1st, 8th, 9th digits

2) First digit is 7-9. If the first digit is 7-9 transcribe the number as it appears in the item either as a block of digits or with parts separated by hyphens. (The hyphenation formula is not available for these numbers.)

b. Nine-digit numbers. If the ISBN has only nine digits and the number relates to one of the countries whose group identifier is zero (cf. Appendix I.A.1), add a zero as the first digit of the number (if it has been omitted) and apply the above hyphenation formula. If the number does not relate to the zero group of countries or does not appear to be lacking an initial zero, omit the ISBN from the record.

c. Other numbers of digits. If an ISBN has fewer than nine or more than ten digits, omit it from the record as specified in the instructions for invalid numbers in section E below.

E. CONVENTIONS FOR INVALID ISBNS

1. MARC records

a. Identifying invalid ISBNs. The automated system automatically checks ISBNs for their internal validity at the time the records are initially input, added, or corrected. The legend "ISBN (invalid)" is generated when applicable.

A manually operated routine exists for checking the internal validity of ISBNs. This routine should be used by catalogers:

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1) if more than one ISBN seems to have been assigned to the same edition, etc. (cf. B.2.h above) and not all of the numbers appear on the cataloging worksheet. In such cases, the cataloger should check the validity of any number added to the worksheet and apply C.5 above if the numbers are valid or the instructions in E.1.b below if one or more is invalid.

2) if an ISBN in a CIP at the galley stage seems incorrect. In such cases, the cataloger may check to see if it is invalid. If the ISBN proves to be invalid (or it is obviously invalid because it has more or fewer than ten digits or because it has a letter other than "X" as the tenth character), do not record the invalid ISBN in the record. Instead, the CIP Division will attempt to supply a valid number.

If the CIP Division can obtain a valid ISBN from the publisher, use that number in the CIP record. If no valid number can be obtained, omit the invalid number from the CIP record. (If the invalid number is nonetheless included in the published item by the publisher, it will be included in the full MARC record.)

3) Catalogers are asked not to use the ISBN check technique routinely to check ISBNs, however.

b. Recording invalid ISBNs. If the only ISBN in the record is invalid, it is recorded preceded by the words "ISBN (invalid)". In such cases, the invalid number together with any qualification and terms of availability constitute a single incidence of the ISBN area.

ISBN (invalid) x-xxxx-xxxx-x (pbk.)

If both a valid and one or more invalid ISBNs relating to precisely the same edition, etc., are recorded (cf. B.2.h), the valid and associated invalid ISBNs, along with any qualifications and terms of availability together constitute a single incidence of the ISBN area. In such cases the valid form of the number and any qualification of it appears first followed by a space, the words "ISBN (invalid)," the invalid number, and any qualification of it.

ISBN x-xxxx-xxxx-x (pbk.) ISBN (invalid) x-xxxx-xxxx-x

If more than one ISBN is invalid, record them all in the same 020 field if they appear to apply to the same edition, etc., or in different 020 fields if they appear to apply to different editions, etc.

If valid and invalid numbers relating to different editions, etc., are recorded, they constitute multiple incidences of the ISBN area and are recorded in the order specified for all ISBNs (cf. section C above).

ISBN (invalid) x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (pbk.)
ISBN x-xxxx-xxxx-x (lib. bdg.)

c. Qualifying invalid ISBNs. If an invalid ISBN relates to the same edition, etc., as a valid ISBN (hence is carried in the same area), apply any qualification to the valid ISBN only. However, always qualify an invalid ISBN by location if it appears outside the item being cataloged. If the invalid ISBN is the only ISBN in the

BEST DOCUMENT AVAILABLE

record or the only ISBN relating to a particular edition, etc., apply any qualification to the invalid ISBN. Follow the guidelines set forth in section F below for choice of qualifying terms.

ISBN (invalid) x-xxxx-xxxx-x (pbk.)

If both a valid and invalid number relate to the same edition, etc., apply any qualification to the valid number except the location of an invalid number when that number appears outside the item being cataloged.

ISBN x-xxxx-xxxx-x (v. 1) ISBN (invalid
x-xxxx-xxxx-x (jacket)

2. Non-MARC records. If a number is known to be invalid (e.g., because it has fewer than ten digits or because it has a letter other than "X" as the tenth character), omit the ISBN from the record.

F. QUALIFICATION OF ISBNS. In general qualify an ISBN when the relationship between the number given and the edition, etc., cataloged would not be clear to a user of the catalog record. A qualification follows the ISBN to which it relates, separated from it by one space and enclosed within one set of parentheses.

When it is necessary to include more than one kind of information within a qualifying statement, separate each element by a space-colon-space.

ISBN x-xxxx-xxxx-x (N.Y. University : pbk. : v. 1)

ISBN x-xxxx-xxxx-x (pbk. : lg. print)

In cases of multiple qualifying elements, record them as appropriate in the following order:

Accompanying material
Country associated with ISBN (cf. B.1; B.2.b)
Publisher/distributor
Series/phrase (CIP only) (cf. F.3)
Binding/format
Set/volume number
Source in item of ISBN (cf. B.2.h)

1. Qualification by name of country. Qualify an ISBN by the name of a country in certain cases of publishers with offices in more than one country when it would not be clear from the publication, etc. area to which country the ISBN relates (cf. B.1; B.2.b). Use standard abbreviations whenever feasible.

2. Qualification by publisher/distributor. Qualify an ISBN by the name of the publisher/distributor as follows:

a. If the first (or only) ISBN recorded corresponds to the first (or only) entity named in the publication, etc. area, no qualification by entity is necessary.

b. Qualify the ISBNs for all publishers/distributors except those for the first entity named in the publication, etc., area.

BEST DOCUMENT AVAILABLE

c. If the first ISBN or the first in a series of ISBNs relating to the same publisher/distributor has been qualified by entity, qualify all subsequent numbers by entity whether or not they relate to the same entity.

ISBN x-xxxx-xxxx-x (N.Y. University : v. 1)
ISBN-x-xxxx-xxxx-x (N.Y. University : v. 2)

3. Qualification by series/phrase (CIP only). For CIPs at the galley stage (only), when ISBNs for both a hardbound and a paperback (or softbound) edition are being included in the same record, if the paperback, etc., edition contains a series statement or a phrase such as "A Dolphin book" that is not applicable to the hardbound edition, qualify the ISBN for the paperback, etc., by the series/phrase.

ISBN x-xxxx-xxxx-x : $14.95
ISBN x-xxxx-xxxx-x (Aurora series : pbk.) : $7.95

ISBN x-xxxx-xxxx-x : $17.95
ISBN x-xxxx-xxxx-x (A Dolphin book : pbk.) : $5.95

Do not give the series in the series area of the record; do not include series numbering in the qualification; do not trace the series, even if it is established as one that is traced (cf. LCRI 1.0).

4. Qualification by binding/format. Qualify an ISBN by a statement of binding/format as follows:

a. General. If the edition being cataloged is regular hardbound do not qualify the ISBN relating to that edition.

If the edition being cataloged is other than regular hardbound and the ISBN for the regular hardbound edition is also recorded, qualify it with the term "(hard)." For CIPs at the galley stage, assume the edition being cataloged is hardbound unless there is explicit evidence to the contrary.

When more than one set of ISBNs is to be recorded, all numbers relating to regular hardbound editions must follow a consistent pattern of qualification: if the item being cataloged is regular hardbound, no ISBN for the regular hardbound edition in the same record will need qualification; if the item being cataloged is other than regular hardbound, all ISBNs in that record relating to the regular hardbound edition will require qualification.

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (pbk.)
ISBN x-xxxx-xxxx-x (Abrams)
ISBN x-xxxx-xxxx-x (Abrams : pbk.)
(The item being cataloged is hardbound)

ISBN x-xxxx-xxxx-x (pbk.)
ISBN x-xxxx-xxxx-x (hard)
ISBN x-xxxx-xxxx-x (Abrams : pbk.)
ISBN x-xxxx-xxxx-x (Abrams : hard)
(The item being cataloged is paperback)

b. Other than regular hardbound. Qualify all ISBNs for types of bindings other than hardbound.

BEST DOCUMENT AVAILABLE

EXCEPTION: For items issued in countries in which paperbound editions are known to be the normal, often the sole, publishing format (e.g., Hispanic countries), do not qualify ISBNs for paperbound editions as to their binding unless there is explicit evidence that the item has been issued also in another binding.

c. Multiple numbers relating to the same binding/format. If more than one ISBN relates to the same binding/format (e.g., ISBNs for a multipart item), repeat the binding/format qualification for as many numbers as is appropriate.

ISBN x-xxxx-xxxx-x (pbk. : v. 1)
ISBN x-xxxx-xxxx-x (pbk. : v. 2)

d. Terminology used in the qualification. To the extent practicable, attempt to use standard terms. Translate foreign-language terms into English if there is an adequate equivalent.

Commonly occurring types of binding, along with definitions and abbreviations, are given below. For purposes of these guidelines a "cover" is defined as any covering material that is of a greater thickness or durability than the paper upon which the text, etc., is reproduced. Books with rigid pages as well as a rigid outer covering (e.g., cardboard children's books) are considered to have a cover whether or not the outer covering is thicker than the pages.

1) Hardbound/hardcover. Use the qualification "hard" to identify ISBNs relating to an edition with rigid covers of any kind, except for a loose-leaf binder. (Note that when the item being cataloged itself is hardbound, no qualification is required; cf. F.4.a above.). Publishers may on occasion describe hardbound items as bound in "boards," or "caseboard." The phrase "trade edition" generally refers to the regular hardbound edition, though it may also refer to a so-called trade paperback edition.

2) Library binding. Use the qualification "lib. bdg." to identify ISBNs relating to a hardbound item made especially durable, ordinarily by using stronger materials, by reinforcing the back with a heavy "super," or by other means. Library binding may be identified either by examining the item itself, or by a statement on the CIP publisher's data sheet, or by both as follows:

a) Publisher's data sheet. Use the term "lib.bdg." if the publisher's data sheet states that an item will have a library binding. In addition, some publishers use other terms for which the qualification "lib. bdg." should be substituted, as follows:

Harper & Row	Harpercrest
Holt, Rinehart, and Winston	A Holt reinforced ed.
Lippincott (children's books)	reinforced binding
McGraw Hill	library edition
Random House	Gibraltar edition
Random House (children's books)	library edition

b) Book. Use the term "lib. bdg." if an examination of the book suggests that it is bound in library binding and the book so states. Some other terms used to indicate library binding are:

guaranteed binding
library edition
prebound
reinforced

3) Loose-leaf. Use the qualification "loose-leaf" to identify ISBNs relating to a publication issued in a ring binder (or similar device) that allows pages to be inserted or removed. (Note that in this context "loose-leaf" relates solely to binding/format and does not imply that the item will be updated by the publisher.)

4) Paperback. Use the qualification "pbk." to identify ISBNs relating to an item issued in pliable paper covers, whether or not the spine is actually glued and covered. A publication with a (permanent) "spiral binding" may also be qualified by "pbk." if the covers are paper or pliable cardboard. Publishers may on occasion refer to a paperback binding as a "perfect" binding.

5) Softbound/softcover. Use the qualification "soft" to identify ISBNs relating to an item having pliable covers of leather, plastic, or another flexible material (other than paper or pliable cardboard). Publishers may on occasion refer to such bindings as "flexicover."

6) Unbound. Use the qualification "unb." to identify an ISBN relating to an item that has no cover and is either not fastened at the spine or is fastened only with a staple or other non-permanent device (e.g., a detachable "term paper" spine or folder). Do not describe CIPs at the galley stage as "unb."; instead, use the term(s) appropriate to the anticipated published item.

7) Other formats. The following is a list of commonly occurring formats together with the recommended qualifying terms:

deluxe	(deluxe)
large paper	(lg. paper)
large print	(lg. print)
limited edition	(lim. ed.)
microfiche	(microfiche)

If any other term is found on the item/data sheet, translate it into a standard equivalent if possible. Otherwise, use the term as it appears.

Broschur	=	(Broschur)
LPE (limited paperback edition)	=	(lim. pbk. ed.)
prepack (multiple copies that are specially marketed)	=	[ISBN is not recorded] (cf. B.2.e)

5. Qualifications for multipart items. Qualify all ISBNs relating to multipart items. Use the word "(set)" for numbers relating to the set as a whole. Use specific volume numbers for ISBNs relating to individual parts. Use the form "(v. 1)", preceding the number by a space; use the sequencing designation given on the item in the language of the item, abbreviating when possible.

(pt. 1, v. 1)
(Module A-3)
(Bd. I)
(v. A)

6. Qualifications for accompanying material. Qualify all ISBNs relating to accompanying material. Use as a qualification the same term employed to describe the accompanying item in the accompanying material statement or the note area. If necessary, abridge the description to one or two words.

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(supplement)
(answer book)
(atlas)

G. CORRECTING/ADDING ISBNS IN EXISTING RECORDS

Validation of ISBNs by program as part of the inputting process is intended to prevent errors in transcribing numbers. However, when an error in transcription of a number has occurred in a verified MARC record or on a printed non-MARC card and the correct number is available, correct the number. This is considered a major change to the record.

An error in qualification of an ISBN should also be corrected, but as a minor change.

The addition of an ISBN to a record is also considered a minor change.

APPENDIX I: INTERNATIONAL STANDARD NUMBERING SYSTEM.

A. Existing Standard Numbering System. The International Standard Book Number (ISBN) system developed from the book numbering system introduced in the United Kingdom in 1967. The principles and procedures for international standard book numbering are now embodied in the International Organization for Standarization's Recommendation 2108. The purpose of the ISBN is to identify one title or edition of a title from one specific publisher by number for processing and inventory control. The ISBN is carried in the MARC record and has become an additional access point in the catalog record in many computer-based systems, including the system at the Library of Congress.

Each ISBN consists of ten digits and is divided into four parts, as follows:

1. Group identifier. This identifies the national, geographic, or other similar grouping of publishers. The group identifier varies in length according to the likely output of items in a group; the larger the output, the smaller the group identifier. Group identifiers are allocated by the International ISBN Agency in Berlin; to date the following have been allocated:

0,1	Australia, Canada, New Zealand, South Africa, United Kingdom, United States, Zimbabwe (formerly Rhodesia) [Note that "1" is not yet being used.]
2	Belgium (French speaking), Canada (French speaking), France, Switzerland (French speaking)
3	Austria, Federal Republic of Germany, Switzerland (German speaking)
82	Norway
83	Poland
84	Spain and other selected Hispanic countries
85	Brazil
87	Denmark
90	Belgium (Dutch speaking), Netherlands
91	Sweden
92	International organizations, UNESCO
951	Finland
962	Hong Kong
963	Hungary
968	Mexico
977	Egypt

BEST DOCUMENT AVAILABLE

978 Nigeria
99 Surinam

2. Publisher identifier. This identifies a particular publisher within a group. The length of this part varies; the larger a publisher's output, the shorter the publisher's identifier. Publisher identifiers are allocated by group or national ISBN agencies.

3. Title identifier. This identifies a particular title or edition of a title published by a particular publisher. The length of this part depends upon the length of the publisher identifier. Title identifiers are usually assigned by the publisher.

4. Check digit. This is always the last digit of the number; it consists of a single digit, 0-9, or the capital letter X, which represents the number 10. The check digit is derived from a calculation on the other nine digits and is used in computer systems to validate numbers as a means of checking against errors in transcription.

B. Previous Numbering Systems. Prior to the adoption of the existing system, Standard Book Numbers (SBN) consisted of nine digits. The only difference between ISBNs and SBNs is that the latter do not contain a group identifier. SBNs were used only in the United Kingdom and the United States. With the inception of the ISBN system, all nine-digit numbers present in the LC MARC database were transformed into ISBNs by the addition of an initial zero to each number by means of computer program.

APPENDIX II: OUTPUT CONVENTIONS FOR THE ISBN AREA.

For MARC records, the final formulation of the ISBN area for printing is performed by the photocomposition software. For non-MARC records, the cataloger formulates the area in the form in which it is finally to be printed.

A. Hyphenation of ISBNS

1. MARC records. ISBNs are carried in machine records as a block of numbers without separations. On final printed products derived from LC MARC records and in several of the display formats in the LC online system, the parts of a valid ISBN are normally indicated by hyphens inserted on output according to the hyphenation formula given in D.2.a above. These conventions are also applied to invalid numbers consisting of ten digits. Invalid numbers consisting of fewer or more than ten digits are printed as blocks of digits without separations.

Currently, the hyphenation formula for ISBNs with group identifiers beginning 7-9 is not available. Therefore, such numbers are printed and displayed as a block of digits without separations.

2. Non-MARC records. Non-MARC records also reflect the hyphenation formula given in section D.2.a above.

Currently, the hyphenation formula for ISBNs with group identifiers beginning 7-9 is not available. Therefore, such numbers are printed as a block of digits without separations; if, however, the parts are indicated in the item, they may be given with hyphens on the catalog record.

B. Prescribed Punctuation, Paragraphing, etc.

1. Output conventions. Output conventions are used in preparing copy for non-MARC records; they are also reflected in the final printed products derived from MARC records.

BEST DOCUMENT AVAILABLE

Each valid ISBN is preceded by the letters "ISBN"-space. Invalid ISBNs are preceded by "ISBN (invalid)"-space. (Note that invalid ISBNs are not recorded in non-MARC records; cf. E.2 above.) Each incidence of the ISBN area subsequent to the first is preceded by a period-space-dash-space. (Prior to January 2, 1981, each incidence of the ISBN area subsequent to the first was preceded by a period and two spaces.)

All incidences of the area are formatted into a single paragraph following the note area of the record, except for rare cases in which the "dashed-on" technique must still be employed; in these cases the ISBN area follows all notes except the dashed-on note(s).

ISBN x-xxxx-xxxx-x (set). — ISBN x-xxxx-xxxx-x (v. 1) : $nn.nn. — ISBN (invalid) x-xxxx-xxxx-x (v. 2) : $nn.nn

ISBN x-xxxx-xxxx-x (pbk.) ISBN (invalid) x-xxxx-xxxx-x : $nn.nn. — ISBN x-xxxx-xxxx-x (loose-leaf) : $nn.nn
$nn.nn (v. 1). — $nn.nn (v. 2)

Note that the photocomposition program for cards inserts the period-space-dash-space separating each ISBN area. For this reason, ISBN fields in MARC records formulated according to the present specifications do not end in periods. In cases of older records some of these field may end in a period but this will not affect the printed form because this condition has been anticipated in the output program. The period-space-dash-space separating the areas is never carried in the machine record.

1.8D. Terms of availability. [Rev. Supersedes Cataloging Service Bulletin, no. 9]. Give the price, etc., in the standard number and terms of availability area only for monographs cataloged according to chapters 2, 5, 6, 7, or 8 that have been issued within the three current years.

A. GENERAL. In these guidelines the term edition, etc., refers to a bibliographic unit distinguishable with reference to its text, publisher/distributor, binding/format, volume/set. The term item refers to the item being cataloged and/or to the source(s) upon which the description is based.

Associated price refers to a price (together with any special terms of availability) that corresponds directly to the edition, etc., represented by an ISBN that is to be given in a record. An associated price is recorded after the appropriate ISBN and its qualification, separated from the ISBN by a space-colon-space. One valid ISBN and its associated price, together with any needed qualification, constitute a single incidence of the ISBN area. (For invalid ISBNs, see LCRI 1.8B, section E.)

ISBN x-xxxx-xxxx-x (pbk. : v. 1) : $nn.nn (est.)

If a price is applicable to more than one ISBN that is to be included in the record, it is repeated in association with as many ISBNs as appropriate even though it only appears once in the source item. If there is any doubt about the price that applies to the edition, etc., represented by an ISBN being recorded, do not include the price in the record.

Unassociated price refers to a price (together with any special terms of availability) that does not correspond to an ISBN, either because no ISBN is present or because the price given does not

BEST DOCUMENT AVAILABLE

correspond to the edition, etc., represented by an ISBN given in the record. Each unassociated price, together with any needed qualification, constitutes by itself a single incidence of the ISBN area.

$14.00 (v. 1)
$17.00 (v. 2)

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
$18.50 (set)

The examples shown in these guidelines reflect the conventions to be used by catalogers creating MARC catalog records. Catalogers creating non-MARC records should follow the guidelines below insofar as selection, qualification, and transcription are concerned and the guidelines in LCRI 1.8B, appendix II.B for formulating the area.

Because of the nature of publishing, it is impossible to anticipate in these guidelines all possible situations that might occur with respect to prices. In general, the cataloger should use judgment to construct statements that are clear and unambiguous. However, no new type of currency or currency designation may be used in a MARC record without first having the tables in the input programs updated to accept new kinds of currency designations.

B. SELECTION OF PRICES FOR INCLUSION IN THE CATALOG RECORD

1. General. The following provisions deal with the selection of prices for inclusion in the catalog record.

a. Available prices. Include a price in the catalog record as set out in the guidelines below if the item being cataloged has been published in the current three years and the price is given either in the item (e.g., printed in the item, on a publisher's slip inserted in the item, on the dust jacket, container, etc.) or in the bibliographic source (e.g. CIP data sheet, record supplied by LC overseas center, shared cataloging bibliographic source, AV cataloging data sheet) on which the record is based.

Give the price in the currency appropriate to the ISBN whenever available. If the price in that currency is unavailable, give the price in the currency of the country of the first named place or, if that is unavailable, in any currency that is available. In either case, qualify the price to indicate the country to which the currency relates.

Edinburgh : Edinburgh University Press, c1979.

ISBN 0-85224-319-7 : $20.00 (U.S.)
ISBN 0-85224-376-6 (pbk.) : $10.00 (U.S.)
(U.K. ISBNs; only U.S. prices known)

b. Estimated prices. Include estimated or tentative prices when they are so designated in the bibliographic source (usually the CIP data sheet), and use the qualification "(est.)", e.g., "$10.95 (est.)"; "$69.00 (set : est.)".

c. Special prices and terms of sale. When one or more prices reflecting special terms of sale is given in an item, generally consider for inclusion in the catalog record only the price that relates directly to the edition, etc., being cataloged. If, in a particular instance, the special price is judged to be important, give it together with the terms of sale as a qualification (in one set of parentheses) to the price for the edition, etc., being cataloged.

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$15.00 ($21.00 outside Asia)

If, however, the only price available is one with special terms of sale, record that price and give the terms of sale as a qualification:

$5.00 (to members)

When more than one price is available, one of which is in effect only for a limited time (e.g., $24.95 until December 24, $29.95 thereafter), prefer the price with the longer-range applicability.

d. Special designations in lieu of price. For items acquired through the LC shared cataloging program, use the following designations (capitalized and followed by a period) when applicable:

Free.
Not in trade.

Use these designations also for items acquired through the LC overseas acquisitions program when an overseas office provides this information.

Do not use the designation "Unpriced" when price is unknown.

e. Prices in more than one currency. Give prices in more than one type of currency only as provided below.

1) U.S. equivalent of a foreign currency. If a price in U.S. currency is available in addition to the price in the currency of the country of the publisher, add the price in U.S. currency as a qualification to the foreign price.

₺10.00 ($20.00 U.S.)

2) Canadian equivalent of U.S. currency. If a price in Canadian currency is available for a U.S. imprint in addition to the U.S. price, and it differs from the U.S. price, add the Canadian price as a qualification to the U.S. price.

$5.50 ($5.95 Can.)

3) International organizations. For publications of international organizations, give the price only in U.S. currency. If that is unavailable, give the price only in the currency of the country of publication (or the country of acquisition if there is a difference).

f. Accompanying material. Give the price for any item(s) accompanying the main work (whether or not there is an associated ISBN) if the item is described in the accompanying material section of the physical description area or in the note area of the record and no separate record will be made for the accompanying item.

If the price is not associated with an ISBN, qualify it as indicated in LCRI 1.8B, F.6) and follow the guidelines for the order of multiple elements described in LCRI 1.8B, C.4.

For CIP items at the galley stage, do not include a price for accompanying material if the material is known to be of a kind that LC will not acquire.

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2. Single part items. Always give the price for the edition, etc., being cataloged, whether or not there is an associated ISBN. When other ISBNs are included in a record (cf. LCRI 1.8B, B.2), give also the prices associated with them. If there is doubt as to whether a price corresponds to the edition, etc., represented by a particular ISBN, omit it. (Note that if the only price available is an unassociated one and relates to an edition, etc., different from that of the item being cataloged, no price is recorded.)

3. Multipart items. Always give the price for the edition, etc., being cataloged, whether or not there is an associated ISBN. When other ISBNs are included in a record, give also the prices associated with them. In general, if a price does not correspond precisely to the physical unit(s) represented by a particular ISBN (e.g., the ISBN is for volume one and the only price available is for volumes one through four (of an eight volume set)), omit the price. If, however, there is no ISBN, and the only price available does not correspond precisely to the aspect of the multipart item being cataloged, give the available price, qualified appropriately.

Publications in more than one part may bear a price for the entire multipart item, prices for the individual parts, or both. Because catalog records may be created for the entire collected set and/or for individual parts, depending upon the treatment decision, record prices as appropriate for the unit being cataloged according to the following guidelines.

a. Record for an individual part. If the item bears prices for the individual part and for the set, record both in the record for the part if no collected set record will be created. (Give the price for the part first.) If a collected set record will be created, give only the price for the part.

If the individual part bears only a price associated with the entire multipart item, give this price in the record for the part.

Give all prices as associated or unassociated prices as appropriate.

ISBN x-xxxx-xxxx-x (v. 1) : $nn.nn
$nn.nn (set)
(No collected set record to be made)

b. Record for the collected set

1) Analytical records for the parts to be made. If analytical records for the parts are to be made, include in the record for the collected set only the price of the entire multipart item, if available, either associated or unassociated as appropriate.

2) No analytical records for the parts to be made. If no analytical records for the parts are to be made, include in the record for the collected set the price of the entire multipart item, if available, and prices for the parts as follows:

a) Multipart item is complete in two parts. Record the price of each part if known, either associated or unassociated, as appropriate. (N.B.: Do not include a set price unless it differs from the combined price of the two parts.)

ISBN x-xxxx-xxxx-x (v. 1) : $15.00
$19.00 (v. 2)

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ISBN x-xxxx-xxxx-x (v. 1) : $27.00
ISBN x-xxxx-xxxx-x (v. 2) : $27.00
$50.00 (set)

b) Multipart item is complete in three or more parts. If the prices of all the parts are known to be the same, give the price per part, either associated or unassociated as appropriate, qualified with the words "(per vol.)" (or a suitable substitute if the item is divided into units other than volumes).

ISBN x-xxxx-xxxx-x (v. 1) : $15.00 (per vol.)
$12.95 (pbk. : v. 1 : per vol.)

If the prices of all the parts are known to vary, give the price of the earliest part of the set for which the price is available, associated or unassociated, as appropriate. Qualify it with the words "(varies for each vol.)" (or other part designation), whether the set is "closed" or not.

If the prices of parts other than that of the part from which the set is being cataloged are unknown, give only the price for that part. Do not retrospectively add "(per vol.)" or "(varies for each vol.)" when subsequent parts are added to the record.

C. QUALIFICATION OF PRICES

1. General. Place a qualification in parentheses after the price to which it relates as provided below. If more than one kind of qualification needs to be given for a single price, record them in one set of parentheses (except as directed differently in C.2.a), separating each distinct element with a space-colon-space.

$10.00 (per vol. : est.)

2. Qualifications applicable to both associated and unassociated prices. Both associated and unassociated prices may have the following kinds of qualification:

a. Estimated or tentative prices (cf. B.1.b). Use the term "est." (i.e., estimated).

When multiple currencies are given and one or both of the prices is estimated, use the designation "est." as appropriate, but give the price in the second currency in its own set of parentheses as follows.

ISBN x-xxxx-xxxx-x : £29.50 ($65.00 U.S. : est.)

ISBN x-xxxx-xxxx-x : £29.50 (est.) ($65.00 U.S.)

ISBN x-xxxx-xxxx-x : £29.50 (est.) ($65.00 U.S. : est.)

b. Special prices and terms of sale (cf. B.1.c). Enclose in parentheses the special price and terms of sale if they are being given in addition to another price.

$15.00 ($20.00 outside Asia)

If only the special price is to be recorded, give the special terms of sale as a qualification to the price.

$5.00 (to members)

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c. Multipart items. Use the following terms in addition to those prescribed below when appropriate: For parts priced the same use "per vol." as instructed in B.3.b.2)b) above. For prices varying in multipart items of more than three parts use the phrase "varies for each vol." as instructed in B.3.b.2)b) above. In both of the above cases, substitute a more appropriate term than "vol." (abbreviated if possible) if the item being cataloged is divided into units other than volumes.

3. Qualifications for associated prices. Since associated prices by definition correspond to the ISBN with which they are associated, any qualification applied to the ISBN implicitly applies to the associated price as well and does not need to be explicitly given.

4. Qualifications for unassociated prices. Qualifications for binding/format, publisher, etc., must be given explicitly for unassociated prices.

a. Qualification by name of country. Qualify unassociated prices by the name of a country as provided for in LCRI 1.8B, F.1.

b. Qualification by publisher/distributor. Qualify unassociated prices by publisher/distributor as provided in LCRI 1.8B, F.2.

c. Qualification by binding/format. Since an unassociated price always relates to the edition, etc., being cataloged, give a qualification corresponding to the binding/format of the item being cataloged according to the conventions prescribed for ISBNs in LCRI 1.8B,F.4. If the only price available does not correspond to the binding/format of the item being cataloged, do not include a price.

d. Multipart items. In addition to the qualifications described above in C.2.a-c and C.4.a-c, unassociated prices need to be qualified to reflect the aspect of a multipart item to which they relate. Apply qualifications as described in LCRI 1.8B, F.5.

e. Accompanying material. Qualify unassociated prices relating to accompanying material as described in LCRI 1.8B, F.6.

5. Order of qualifying elements. When more than one qualification needs to be given for a single price, prefer the following order of elements: binding/format, volume number, U.S. equivalent of foreign currency, price according to special terms of sale, U.S. equivalent of foreign currency, indication of variation in price for different volumes. (Give these elements only when provided in these guidelines.) The following made-up example illustrates the preferred order of elements:

Rs40.00 (pbk. : v. 1 : $10.00 U.S. : Rs 30.00 ($8.00 U.S.) to associates and educational : varies for each vol.)

D. TRANSCRIPTION OF PRICES

1. General. Normally record the price in the form 0.00, prefixed or suffixed by the symbol for the currency specified in D.3 below.

$2.50
4.00TL
Rs 0.75

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a. Name of currency the same in more than one country. The basic unit of currency sometimes has the same name in more than one country, e.g., dollars, francs, rupees. In some cases the symbol for the currency may include letters indicating the country, e.g., TL distinguishes the Turkish lira from the Italian lira. When the same symbol applies to more than one currency without any distinguishing letters, e.g., F (franc), the publication, etc., area will usually make clear the country whose currency is involved.

b. Ambiguity in currency. If after formulating the price for the catalog record, it is not clear from the publication, etc., area or other information in the record to which country the currency relates, qualify the price by the name of the country, abbreviated if possible.

c. Fractions. For currencies that do not ordinarily include fractions, e.g., the Italian lira and the Japanese yen, do not add the decimal point and two zeros.

L186
Y900

For currencies that ordinarily do not indicate the two decimal places for prices above two figures (e.g., the franc, the peseta), do not add a decimal point and two zeros.

300F
500ptas

2. Symbols of currency. Use the symbols in D.3 below for currency in transcribing prices. In addition, the following reference source is helpful in ascertaining up-to-date forms of currency symbols:

"Coins and notes of the world" [last appendix] in The Bankers' Almanac and Year Book ...

Current items may show monetary designations newer than those shown either in the list below or in the reference work cited. In such cases, transcribe the designation as shown in the item being cataloged provided there is no printing difficulty with it. Report such cases so that new patterns of monetary designations may be reflected in revisions to the list and, for MARC records, the tables in the input programs.

3. List of Symbols of Currency

Afghanistan	75.00Af
Albania	Ll.50
Algeria	6.00AD
Andorra	500ptas
Argentina	$60.00
Austria	S20.50
Australia	$3.85
Bahrain	600 filus (old) 6BD (new)
Bangladesh	Tk16.00
Belgium	295F
Bhutan	Rs3.50
Bolivia	$b15.00

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Brazil	Cr$1.60
Botswana	R4.50 (old) P8.00 (new)
Bulgaria	1.20 lv
Burma	K25.00
Cameroon	25.CFOOAF
Canada	$3.35
Central African Republic	35.00CFAF
Ceylon	Rs0.60; Rs1.40
Chad	35.00CFAF
Chile	E°15.00 (old) $1.00 (new)
China (PRC)	RMBY4.00
China (Taiwan)	NT$180.00
Colombia	$40.00
Congo (Brazzaville)	25.00CFAF
Congo (Kinshasa)	see Zaire
Costa Rica	C20.50
Cuba	$2.50
Cyprus	£1.-; 750 mils
Czechoslovakia	Kcs11.50
Dahomey	15.00CFAF
Denmark	kr16.00
Dominican Republic	$RD2.50
East Africa	sh2.50
Ecuador	S/20.00
Egypt	£E0.75
El Salvador	c6.00
Ethiopia	Br2.00 (new) $2.00 (old)
Fiji	50c
Finland	Fmk7.85
France	45.00F
Gabon	25.00CFAF
Gambia	£1/10/-; 18/6
Germany, East	2.00M
Germany, West	DM29.50
Ghana	NC3.50
Great Britain	£1/5/3; 47/6; 18/-; -/16 (old shilling system) £1.05; £0.60 (new decimal system)
Greece	Dr150.00
Guatemala	Q2.50
Haiti	Gdes7.50
Honduras	L1.50
Hong Kong	HK$15.00
Hungary	75.00Ft
Iceland	kr2.00
India	Re0.85; Rs3.75
Indonesia	Rp1500
Iran	76.00IR
Iraq	2ID; 1.5ID; 1.775ID
Ireland	60p
Israel	I£6.50
Italy	L3000
Ivory Coast	35.00CFAF
Japan	Y500
Jordan	2JD; 1.5JD; 1.775JD
Kenya	K5.75
Korea, South	W700
Kuwait	2KD; 1.5KD; 1.775KD
Lebanon	£L3.00
Lesotho	R3.50

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Liberia	$5.75
Libya	£Lil.00 (old) 2LD; 1.885LD (new)
Liechtenstein	7.50F
Luxembourg	295
Madagascar	100FMG
Malagasy Republic	see Madagascar
Malawi	£1/10-; 18/- (old) M1.20 (new) K4.00 (newer)
Malaysia	$2.50
Maldive Islands	Rs3.50
Mauritania	15.00CFAF
Mauritius	R1.50
Mexico	$50.00
Monaco	45.00F
Mongolian People's Rep.	1.55to
Morocco	5.00MD
Nepal	Re0.85; Rs2.75
Netherlands	fl 5.75
New Zealand	$3.35
Nicaragua	C$10.50
Niger	25.00CFAF
Nigeria	£1/15/-; 60k; 18/- (old) N4.95 (newer)
Norway	kr14.00
Oman	.300RO
Pakistan	Re0.50; Rs4.50
Panama	B/3.50
Paraguay	Gs50.00
Peru	S/15.00
Phillipines	P15.00
Poland	zł40.00
Portugal	12$50
Qatar	1.50QR; 10.25QR
Rhodesia	£1/15; 47/- (old) $6.00 (new)
Romania	lei4.50
San Marino	L700
Saudi Arabia	15 riyals 5 qursh
Sierra Leone	Le1.00
Sikkim	Re0.50; Rs1.85
Singapore	$9.50
Somali Republic	10.00ShS
South Africa	R4.85
Spain	770ptas
Sudan	£S0.50
Sweden	kr23.50
Switzerland	36.00F
Syria	£Syr3.50
Tanzania	20/-
Thailand	5.00B
Togo	20.00CFAF
Trinidad & Tobago	TT$4.00
Tunisia	2TD; 1.5TD; 1.775TD
Turkey	7.50TL
Uganda	15/-
United Arabic Republic	see Egypt
United States	$8.95
USSR	1.98rub

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Upper Volta	25.000CFAF
Uruguay	$19.00
Venezuela	Bs5.50
Vietnam	Od80 (Od80 for MARC)
Yemen	2 riyals 30 bagsha
Yugoslavia	50.00Din
Zaire	30K
Zambia	K0.50
Zimbabwe	$5.00

2.5B9. [New]. Interpret the phrase "publications that are designed to receive additions" to mean "publications for which the publisher's intention, explicit or implicit, is to issue updates in the way of additions or replacements."

2.7B7. **Edition and history.** For new editions that are merely reprints with essentially unchanged text (cf. Reprint 2 in the AACR 2 glossary), make notes of the types shown below to give information about the original publication. Do not search reference sources solely to discover information about the original; take the information from the reprint being cataloged or from existing bibliographic records. In the note, always give the date of the original edition even if it is the same as the copyright date recorded in the publication, etc., area. For non-Greorgian dates, give only Gregorian dates in the note. However, if the Gregorian date cannot be converted to a single Gregorian date, give both non-Gregorian and Gregorian dates.

Reprint. Originally published: Boston : Houghton, Mifflin, 1910.
(This shows the minimum contents of the note; see below for a case of giving date only): if there is any difference in one of the three as illustrated)

Reprint. Originally published: Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3)
(Expand the basic note to include the series of the original if known)

Reprint. Originally published: 3rd ed. Boston : Houghton Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3)
(Also include the edition statement when it is significant in the particular case)

Reprint. Originally published: 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3) With new introd.
(If a new introduction has been added, but a statement about it does not appear in the body of the entry, include this information as illustrated)

Reprint. Originally published: The Hakka language and literature of Southern China. 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3) With new introd.
(If the title has changed, incorporate it in the note too)

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Reprint. Originally published: 1910.
(If the name of the original publisher is unknown, give on the date.)

If there is any question about whether a new edition is a reprint or not (make a quick decision in all cases), treat it as such for the purpose of making these notes. In this case, however, omit the introductory word "Reprint" and begin to note instead with the next phrase "Originally published:"

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there are more than three, make a single note, generalizing the information; however, specifically mention the span of publication dates.

Reprint (1st work). Originally published:...
Reprint (2nd work). Originally published: ...
Reprint (3rd work). Originally published: ...
(Two or three works)

Reprint of works originally published 1910-1934.
(More than three works)

Limited editions

Give limited edition statements, preferably in quoted form, for editions of 500 copies or less. If the statement cannot be quoted, phrase it so that the number does not come first (to avoid spelling out the number; cf. Appendix C.3).

"250 copies printed"—T.p. verso
Edition of 250 copies printed.
not Two hundred and fifty copies printed.

When the statement of limitation includes the unique number of the copy being cataloged, give only the statement of limitation here. Give the copy number (introduced by the phrase "LC has copy") as a copy-specific note (cf. LCRI 1.7B20).

"Special edition of 200 copies on handmade paper"—
Colophon.
(Edition note)
LC has copy no. 20, signed by author.
(Copy-specific note)

Edition of 300 copies printed.
(Edition note)
LC has copy no. 145.
(Copy-specific note)

2.7B13. Dissertations. [Rev.] If in cataloging a dissertation or thesis the academic degree is not equivalent to "doctoral" or "master's," qualify "thesis" by whatever statement is found on the item being cataloged.

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Thesis (licenciado en derecho)—Universidad Nacional Autónoma de México, 1945.

In recording the name of the institution in a thesis note, give it in the form found on the item. (If the name appears in a non-roman script, transcribe it in its nonroman form if the language is one that is not romanized and the same nonroman script appears in the body of the entry; otherwise, give it in its romanized form (cf. LCRI 1.7A3).) Add the name of the place in which the body is located if it appears with the name of the institution. Use the well-established English form of the place name if there is one. (In case of doubt about the English form, consult Webster's New Geographical Dictionary.)

Thesis (Ph. D.)—Yale University, 1974.
Thesis (doctoral)—Universität zu Köln, 1981.
Karl Schmidt's thesis (doctoral)—Ludwig-Maximilians-Universität, Munich, 1965.
Originally presented as the author's thesis (doctoral—Ruprecht-Karl-Universität, Heidelberg, 1969) under title:

2.12-2.18. **Early printed monographs.** [Rev.] The Library of Congress will not apply these rules. Instead, for any book published before 1801, it will use Bibliographic Description of Rare Books (Washington : Library of Congress, 1981). For books published after 1800, it will apply 2.0-2.11.

12.0B1. **Sources of information.** Printed serials. [Rev.] The basis for the description is the first issue of the serial. In determining which issue is first, disregard the date of publication, etc., and use the designations on the issues. For serials that carry numeric or alphabetic designations, the first issue is the one with the lowest or earliest (in the alphabet) designation. For serials that do not carry numeric or alphabetic designations, the first issue is the one that carries the earliest chronological designation. (If the actual first issue is not available, use these same guidelines to determine which issue should be used as the basis of the description.)

Since the title page (or title page substitute) of the first issue is the chief source of information for a printed serial, a title page that is published later to cover one or more issues cannot be used as the chief source. (However, data from such a title page may be put into the note area when necessary.)

If the description has been formulated from the first issue of a serial, the body of the entry remains unchanged throughout the life of the serial. If issues after the first have data different from those recorded in the body of the entry, record the different data in the note area as necessary. However, if the differences are in the title proper, create a separate record when appropriate (21.2C). (For changes in the main entry heading, see 21.3B.)

If a serial lacking a title page has a title (the same title or different titles) on more than one source in the item, choose as the title page substitute the source that appears first in the preferred order of sources listed in the rule. Exception: In any instance in which the item has two or more different titles and the title that appears in a less preferred source is known to be, because of a trademark or other symbol that appears with it, to be the stable title that does not vary from issue to issue, use the source with the stable title as the title page substitute. Apply this exception also in any instance in which two or more issues are in hand and the title appearing in a less preferred source remains stable from issue to issue (e.g., if the

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masthead title remains stable but the cover title changes from issue to issue, use the masthead as the title page substitute.)

21.1B2a. [Rev.] Categories a) and d) of rule 21.1B2 include wording that justifies exhibitions as main entry headings. Note, however, that there are very few exhibitions that can be established as corporate headings (cf. LCRI 21.1B1).

The remainder of this interpretation is applicable to the majority cases in which the exhibition is not a corporate body, but consideration of a corporate main entry heading is still necessary because of the presence of the name of a museum or other body related to the event.

Apply 21.1B2a to the catalog of an exhibition of the works of two or more artists if it meets these conditions:

1) it presents itself as a catalog;
2) it emanates from a corporate body;
3) all the works listed are held by the corporate body from which the catalog emanates;
4) the wording of the chief source explicitly links the catalog to the corporate body which owns the works listed.

Henry Moore to Gilbert & George : modern British art from the Tate Gallery : Palais des beaux-arts, Brussels, 28 September-17 November 1973. — London : Tate Gallery Publications Dept.

Apply 21.1B2a to a catalog of the works of two or more artists that is not related to an exhibition if it meets both these conditions:

1) it emanates from a corporate body;
2) all the works listed are held by the corporate body from which the catalog emanates

Catalogue of the Italian paintings before 1800 / by Peter Tomory. — Sarasota, Fla. : John & Mabel Ringling Museum of Art

The presence of reproductions of the artists' works or reproductions and text about the artists or the artists' works is not a factor in choosing the main entry for either type of catalog.

If 21.1B2a cannot be applied, enter the catalog under the heading for the person who wrote the catalog or under title, as appropriate.

For the catalog (exhibition or other) of the works of a single artist, apply LCRI 21.17B.

21.1B2c. [New]. Consultants' Reports

Enter a work prepared by a consultant under the heading for the body that hired the consultant if the hiring body takes the consultant's document and adopts it in some clear way that fits a category of 21.1B2, category c being the most likely possibility. One of the clearest ways for the hiring body to do this is for it to make explicit recommendations or policy statements of its own superimposed on the

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consultant's material (even if the original material is copied verbatim). Another clear way is for the hiring body to represent as its own the recommendations that originated with the consultant--perhaps even without adding any new material.

If the hiring body does not take a position as described above but simply passes on the material without statements of its own, then enter the work under the heading for the consultant if this is a person or persons not constituting a corporate body, i.e., apply 21.4A or 21.6. If the consultant is a corporate body, test the case under 21.1B2 in relation to the consultant in the same way as was done in relation to the hiring body. If the work simply reports on a subject without making the consultant's own definite recommendations, it is most likely that the work will not fit any of the categories of 21.1B2, and therefore, main entry would be under title. If the work instead contains the policy statements or definite recommendations of the consultant, then main entry will probably be under the heading for the consultant.

22.1B. [Rev.] Spacing and Punctuation Conventions in Personal Name Headings in Access Points in Name Authority and Bibliographic Records

1) Initials/letters

a) Name portion of heading

Periods. If the name of a person consists of or contains initials, insert a period after an initial if it is certain that the letter is an initial. In case of doubt, do not insert a period.

Eliot, T. S.
H. D.

If the name consists of separate letters that are presumed not to be initials, omit or include periods according to the predominant usage of the person.

X Y Z

Spaces. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, leave a single space between the initials/letters in all cases.

Eliot, T. S.
H. D.
X Y Z

b) "Additions" to name heading

Periods. Omit or include periods according to the predominant usage of the person (or their appearance in reference sources, if appropriate).

Spaces. Do not leave spaces between single initials/letters.

Brown, G. B., F.I.P.S.

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Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials/ letters.

Brown, G. B., Ph. D.

2) Names with portions abbreviated or missing. If the personal name is abbreviated (two or more letters present as opposed to a single letter used as an initial) or if a forename is missing from a name entered under surname, do not leave open space after the abbreviation or missing forename. Instead, insert, as appropriate,

a comma and one space;

Matos, Śa, 1943-
not Matos, Śa, 1943-
Costa, Torres.
not Costa, Torres.
Valmer, capitaine.
not Valmer, capitaine.
Morrison, 1776-1815.
not Morrison, 1776-1815.
Mason, Mrs.
not Mason, Mrs.

a period;

Tissot.
not Tissot,
Corpeleijn, W. F. Th.
not Corpeleijn, W. F. Th
Junager, Sv.-Aa.
not Junager, Sv -Aa

a period and one space;

Enschedé, Ch. J.
not Enschedé, Ch J
Walle-Lissnijder, Edm. van de.
not Walle-Lissnijder, Edm van de.

a period, a comma, and one space;

Jones, Th., 1910-
not Jones, Th 1910-
Calles Ll., Alfonso.
not Calles Ll , Alfonso
Dahlan Aman, Mohd., Haji.
not Dahlan Aman, Mohd , Haji.

3) Names entered under part following prefix. If a name heading consisting entirely of one or more surnames also contains a separately written prefix and the name is to be entered under the part following the prefix, separate the prefix from the entry element or elements with a comma-space.

form used: van de Walle-Lissnijder
heading: **Walle-Lissnijder, van de.**

If a word or phrase is associated with such a name, place the word or phrase after the prefix, preceded by a comma-space.

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form used: Doctor de Winter
heading: **Winter, de, Doctor**

4) Names entered under last element of multiple element surname. When a name heading lacking any forename(s) is entered under the last element of a multiple element surname and a reference is traced from the surname in direct order, do not add a comma after the tracing.

Rosa, Ferreira da.
x Ferreira da Rosa

Reference generated from tracing:

Ferreira da Rosa
search under
Rosa, Ferreira da.

5) Bibliographic description. Note that the spacing and punctuation conventions applied to personal names used in access points differ from those used in the descriptive portion of a bibliographic record; for the latter, see LCRI 1.0C.

Rule Application

In determining the name by which a person is commonly known "from the chief sources of information of works by that person issued in his or her language," include works issued both during and after the person's lifetime.

When the only works in the person's language are very early works, e.g., 15th-16th century, and the form of name appearing in them differs from the form used in modern reference sources in the person's language, prefer the latter.

Treat a music composer as an author and determine the name from the form found in the chief source for the published music. If no form in the published music is in the composer's language, determine the name from reference sources of the composer's country of residence or activity. If the name is not listed in these reference sources, use the name found in the published music.

[N.B. The following explanation and direction does not apply to authors writing in Portuguese (cf. LCRI 22.5C4).] When a person known primarily as an author is being established as a main or added entry and the chief source shows the name without forenames or forename initials, search briefly to see if there are other publications that could be called his or her works. If the search is successful, use the form that appears most frequently in the person's works. Otherwise, create the AACR 2 form for the person under surname without other names as it appears in the item being cataloged. Note the effect of 22.3A and the LCRI, however: it may be necessary to change the heading if subsequently received items show another form used more frequently.

For nonwriters (sculptors, painters, illustrators, and people who appear only as subjects), consider works "by" or about the person within the scope of "reference sources," as mentioned in footnote 1. Note that these sources must be issued in the person's language or in the language of his/her country of residence or activity.

"Conventional reference sources" is used here to refer to encyclopedias and such tools, while "other reference sources" is used to refer to any type of source other than conventional reference

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sources (these other sources are typically works by and about the person). The reason for making this distinction is that the next problem dealt with arises from our having encountered a number of cases in which one form of name is consistently shown in the conventional reference sources, while another form as consistently appears in other reference sources. In such cases prefer the more truly "sought" form according to the cataloger's knowledge of the person and the cataloger's judgment of the sources in the particular case.

If the person being established is not an author or not known primarily as an author, and the only source for the person's name is the item being cataloged, use the fullest form found anywhere in the item.

Treat persons involved in the graphic aspects of cartographic materials as nonwriters (e.g., cartographers, engravers).

For persons known by only a phrase or other appellation that does not contain a real name (cf. 22.11), use the form found in English-language reference sources if the phrase, etc., was not used by the person but was assigned to the person by scholars later.

When a forename or surname is represented by an abbreviation, rather than by an initial, use in the heading the name for which the abbreviation stands provided there is no question as to what the name is or how it is spelled. If this condition is not met, search the Catalogers' Reference Collection (but not beyond) to determine the full form of such an abbreviation.

Brownridge, William
not Brownridge, Wm. (William)

Fernández-Rivera García, Manuela
not Fdez.-Rivera García, Manuela

22.3C. Names written in a nonroman script. [Rev.] Persons who bear names derived from a nonroman script, but who write in a roman-alphabet language, should not be treated under this rule. The decision that the person is writing in a roman-alphabet language is based on the first item cataloged, i.e., the fact that the text of this item was originally written in a roman-alphabet language. (If it becomes evident later that most of the person's works were written in a nonroman alphabet, apply the provisions of this rule interpretation.)

Apply the alternative rule found in footnote 4 to rule 22.3C2.

If a person entered under either a given name or a surname is likely to appear in general English-language reference sources, search Collier's Encyclopedia, The Encyclopedia Americana, and Encyclopaedia Britannica (15th ed.). If the name is found in all three of these in a single form, use the form found. If the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.). If the name is not found in all three of these sources, use the systematically romanized form of the name in the heading. Exception: For famous persons entered under given name but not found in all three of the general English-language encyclopedias because of specialized fame, consult major specialized encyclopedias (e.g., New Catholic Encyclopedia, The Oxford Classical Dictionary) to determine if there is a well-established English language form of the name.

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For persons of too recent fame to be included in the three general English-language encyclopedias named above (e.g., new authors, dancers, persons recently become famous as political figures, Soviet dissidents, chess players, etc.), consult the yearbooks of the encyclopedias and the indexes of such newspapers as The New York Times and The Washington Post, to determine if there is a well-established English language form of the name.

If an application of AACR 2 to a heading established before January 1981 would mean a change from a nonsystematic to the ALA/LC systematic romanization, however, do not make the change whenever the heading is in accord with LC policy on establishing new nonroman names under AACR 1. Consider such headings as AACR 2 compatible. This means that headings encountered in a form contrary to AACR 1 policy are considered non-AACR 2.

Names of Persons with Surnames Written in the Cyrillic Alphabet

Headings Established before January 1981

1) If the existing authority record for the person's name shows the surname spelled the same as that found in the three English-language encyclopedias listed above (e.g., Glinka), retain the existing heading and consider it AACR 2. (Note that automatically considering the heading AACR 2 in this way means disregarding both the spelling and the presence or absence of forenames and patronymics.) If the only difference between the two forms is the presence of diacritical marks (or characters romanized as diacritical marks) in the established heading, consider them spelled the same (e.g., Gogol′).

2) If the person's name is established with the surname spelled differently from that found in the three general English-language encyclopedias listed above, use the form (surname, forename(s), and patronymic) found in Encyclopaedia Britannica (15th ed.) as the heading.

Names of Persons with Surnames Written in the Hebraic Alphabet

Headings Established after December 1980

Follow this order of preference when establishing new headings:

1) If the name is found in a romanized form on a Hebrew or Yiddish item issued in Palestine or Israel and the author lives in twentieth century Palestine or Israel, use this form.

2) If the name is found in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), use the form found there; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

3) If the name is found in Encyclopaedia Judaica, use this form.

4) Otherwise, use the systematically romanized form of the name.

(Note: If the heading for an author living in twentieth century Palestine or Israel reflects the systematically romanized form and a subsequently received work of the author in Hebrew or Yiddish and issued in Palestine or Israel shows a nonsystematically romanized name, delay changing the heading until 80% of the person's works show the same nonsystematically romanized form.)

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Headings Established before January 1981

1) Heading established in a systematically romanized form. If the form agrees exactly with all the provisions of AACR 2, accept the heading as AACR 2. Otherwise, consider the existing heading non-AACR 2.

2) Headings established in a nonsystematically romanized form.

Follow this order of preference when determining the AACR 2 form:

1) If the form agrees with the predominant romanized form found on the person's works in Hebrew or Yiddish issued in Palestine or Israel and the author lives in twentieth century Palestine or Israel, accept the heading as AACR 2.

2) If the name is found in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), use the form found there; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

3) If the form agrees with the form found in Encyclopaedia Judaica, accept the heading as AACR 2.

4) If the form agrees with rule 44B1 of AACR (1967) as applied at the Library of Congress, accept the heading as AACR 2 compatible.

5) Otherwise, consider the existing heading non-AACR 2.

23.2A. English form. [Rev.] Apply the current policy for current place names:

1) For names in the United States, base the heading on the form found in a recent edition of the Rand McNally Commercial Atlas and Marketing Guide.

2) For names in Great Britain, Australia, and New Zealand, base the heading on the form found in a recently published gazetteer.

Note: For the two categories above, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable. However, for "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item in hand or other evidence.

in source:	Montgomery County	in source:	St. Joseph
gazetteer:	Montgomery	gazetteer:	Saint Joseph
heading:	**Montgomery County (Md.)**	heading:	**Saint Joseph (Mo.)**

For U.S. townships (called "towns" in New England and some other states), do not include "township" (or "town") as part of the name used in the heading. If the name of such an entity conflicts with the name of another place in the same state, apply 23.4J if the conflict is with the name of another township or 24.6B if the other place is not a township.

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3) For names in Canada, use the heading provided by the National Library of Canada. Accept the NLC form, even if it differs from LC policy in such matters as "Saint," fullness, qualifiers, etc.

4) For other names, base the heading on the form provided by the U.S. Board on Geographic Names (BGN). If BGN approves a romanized form that conflicts with LC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates a brief form of the place name, generally select the long form as the heading, unless 23.5A is applicable.

BGN: Borno [brief] State
heading: **Borno State (Nigeria)**

BGN: Sulzbach [brief] am Neckar
heading: Sulzbach am Neckar (Germany

BGN: Coast [brief] Province
heading: **Coast Province (Kenya)**

BGN: Vailly [brief]-sur-Sauldre
heading: **Vailly-sur-Sauldre (France)**

BGN: Kōra [brief]-chō
heading: **Kōra-chō (Japan)**

If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form even though BGN approves only a vernacular form:

Amoy
Anhwei Province
Bavaria
Bosnia and Hercegovina
Bruges
Canton
Carinthia
Chekiang Province
Crete
Croatia
Dairen
East Flanders
Fukien Province
Ghent
Harbin
Heilungkiang Province
Hesse
Hokkaido
Honan Province
Hopeh Province
Hunan Province
Hupeh Province
Inner Mongolia
Istanbul
Jaffa
Kalgan
Kansu Province
Kiangsi Province
Kiangsu Province
Kirin
Kwangsi Chuang Autonomous Region
Kwangtung Province
Kweichow Province
Kyoto
Liaoning Province
Louvain
Lower Austria
North Brabant
North Holland
North Rhine-Westphalia
Nuremberg
Osaka
Padua
Peking
Piraeus
Port Arthur
Rhineland-Palatinate
Saint Gall
Serbia
Seville
Shanghai
Shansi Province
Shantung Province
Shensi Province
Sian
Sicily
Sinkiang Province
Slovenia
South Holland
Styria
Swatow
Syracuse
Szechwan Province
Tehran [instead of Teheran]
Tibet
Tientsin
Tsinan
Tsinghai Province
Tsingtao
Tsitsihar
Turin
Upper Austria
West Flanders
Yunnan Province

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Lower Saxony
Macedonia (Republic)
Malacca
Mantua
Mexico City
Montenegro
Ningsia Hui Autonomous Region
Zurich

Note. If a foreign name is established in an English form, use the same form whenever the name is used by more than one jurisdictional level or is used as part of another name.

Kyoto (Japan)
Kyoto (Japan : Prefecture)
not Kyōto-fu (Japan)
Cologne (Germany)
Cologne-Deutz (Cologne, Germany)
not Köln-Deutz (Cologne, Germany)

Do not follow the example "Union of Soviet Socialist Republics." BGN approves both "Union of Soviet Socialist Republics" and "Soviet Union." Use the short form "Soviet Union."

For the constituent republics of the Soviet Union, use the following headings:

Armenian S.S.R.
Azerbaijan S.S.R.
Byelorussian S.S.R.
Estonia
Georgian S.S.R.
Kazakh S.S.R.
Kirghiz S.S.R.
Latvia
Lithuania
Moldavian S.S.R.
Russian S.F.S.R.
Tajik S.S.R.
Turkmen S.S.R.
Ukraine
Uzbek S.S.R.

For the United Kingdom, continue to use "Great Britain."

For the Federal Republic of Germany, use "Germany (West)." For the German Democratic Republic, use "Germany (East)."

For the Democratic People's Republic of Korea, use "Korea (North)." For the Republic of Korea, use "Korea (South)."

For Washington, D.C., use "District of Columbia" as the heading for the government of this name, with "Washington (D.C.)" used only as a location qualifier or as the entry element for cross references from place.

In dealing with London, use the heading

1) "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

2) "Greater London Council" for items from the entity bearing this name that has administrative control over the 32 London boroughs that make up "Greater London" (excluding the City of London).

3) "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.

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For all the governments that have controlled the mainland of China, use "China" for all periods except 1937-1945. For the government headquartered in Chungking, 1937-1945, use "China." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, for 1938-1940 use "China (Reformed government, 1938-1940)," and for 1940-1945 use "China (National government, 1940-1945)." For the post-1948 government on Taiwan, use "China (Republic : 1949-)." For the province of Taiwan, use "Taiwan."

Treat military installations (forts, bases, camps, airfields, etc.) as local places. This means adding as a qualifier the country, state, province, etc., that would have been added to a city or town in the same place. Apply this even if the installation is located outside the country which controls it, i.e., add the heading for the larger place in which it is located in all cases. Make references from the name as a subheading of the country which controls it and as a subheading of the military branch to which it belongs.

March Air Force Base (Calif.)
x United States. March Air Force Base
x United States. Air Force. March Air Force Base

Yokosuka Naval Base (Japan)
x United States. Yokosuka Naval Base
x United States. Navy. Yokosuka Naval Base

24.4C8. Institutions. [Rev.]. When adding the name of a corporate body to a corporate name, give the name of the body in the form and language on which the heading for the body is based (not necessarily the catalog-entry form for the body). Nevertheless, if the combination of corporate name plus qualifier actually conflicts in the file being searched against, then give the qualifier in catalog-entry form. Use in the qualifier the body's current name. However, if a qualifier is added to the name of a body that no longer exists, use in the qualifier the name of the body that was appropriate at the time the body ceased.

Newman Club (Southern State College)
not: Newman Club (Southern State College (Springfield, (S.D.))

Newman Club (St. Joseph's College (Brooklyn, New York, N.Y.))
Newman Club (St. Joseph's College (Philadelphia, Pa.))

Change an established heading whenever the existing qualifier becomes inappropriate (as when the name used in the qualifier changes or when the name used in the qualifier is no longer associated with the body being qualified). However, if there are six or more bibliographic records under the heading, seek permission before making the change.

Documentations-Leitstelle Afrika (Institut für Afrika-Kunde)
x Dokumentations-Leitstelle Afrika (Deutsches Institut für Afrika-Forschung)
(The name of the qualifying body changed from Deutsches Institut für Afrika-Forschung to Institut für Afrika-Kunde)

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24.6. Governments. Additions. When a sovereign nation and another place of the same name that is not a sovereign nation exist at the same time, do not qualify the name of the sovereign nation.

When a succession of jurisdictions would be entered under the same name, use one heading for all, no matter what differences there are between the jurisdictions.

North Carolina
not North Carolina (Colony)
North Carolina (State)

Hawaii
not Hawaii (Kingdom)
Hawaii (Republic)
Hawaii (State)

Texas
not Texas (Republic)
Texas (State)

India
not India (Dominion)
India (Republic)

However, when the geographical qualifier added to a name to reflect its current status is not appropriate for the earlier entity, use two headings, and qualify each.

Brabant (Belgium)
Brabant (Duchy)
not Brabant (Belgium)

Tuscany (Italy)
Tuscany (Grand Duchy)
not Tuscany (Italy)

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island that is a jurisdiction conflicts with the name of a place within the same larger jurisdiction, add the type of government as a qualifier to the larger geographic entity.

Malacca (Malacca)
Malacca (State)
not Malacca

Durham (Durham)
Durham (County)
not Durham

New York (N.Y.)
New York (State)
not New York

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island conflicts with the name of a place in another jurisdiction, qualify the latter only.

Alberta (Va.)
Alberta
not Alberta (Province)

Victoria (Tex.)
Victoria
not Victoria (State)

Corsica (S.D.)
Corsica
not Corsica (Dept.)

Dorset (Vt.)
Dorset
not Dorset (County)

Virginia (Minn.)
Virginia
not Virginia (State)

Exception: Use "Washington (State)" as the heading for the State of Washington.

If the name of a U.S. township (called "towns" in New England and some other states) conflicts, apply the following:

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1) If the conflict is with the name of a local place within the same state, add

a) the name of the state to the local place;

b) the name of the state and "Township" (or "Town") to the name of the township.

Passaic (N.J.)
Passaic (N.J. : Township)

2) If the conflict is with both the name of a local place and the name of another township, all of which are within the same state, add

a) the name of the state to the local place;

b) the name of the county, the name of the state, and "Township" (or "Town") to the names of the townships.

Berlin (Wis.)
Berlin (Green Lake County, Wis. : Town)
Berlin (Marathon County, Wis. : Town)

3) If the conflict is only with the name of another township within the same state, apply 23.4J.

Add a qualifier to the heading for a jurisdiction that does not conflict with the heading for another jurisdiction in the following cases:

1) When the heading for the jurisdiction is the same as the name of a geographic area, but the territory governed by the jurisdiction varies significantly from the geographic area.

West Indies (Federation)
(The heading for Federation of the West Indies, which consisted only of some of the British possessions in the Caribbean; West Indies is a subject heading that covers all the islands in the Caribbean)

Pacific Islands (Trust Territory)
(The heading for Trust Territory of the Pacific Islands which consists of the Caroline, Marshall, and Marina Islands; without the qualifier the heading could mean the subject heading for all the islands of the Pacific Ocean)

2) When the heading for the jurisdiction is the same as the name of a geographic area but the name of the jurisdiction has ceased.

New Guinea (Territory)
(The heading for Territory of New Guinea, which ceased in 1942; New Guinea is a subject heading for the island which contains the current jurisdictions Papua New Guinea and Propinsi Irian Jaya)

24.13. **Subordinate and related bodies entered subordinately.** [Rev.]. When the body being entered subordinately contains the name or part of name of a higher body as an element of its own name, routinely omit this element whenever the particular higher body's name is retained in the hierarchy shown in the heading.

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If a body is entered subordinately according to types 2, 3, or 4, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. When making the reference, generally qualify the name with the name of the parent body (in the form and language on which the heading for the parent body is based, not necessarily it catalog-entry form).

Note: If a name authority record for a heading established before January 1981 contains such a direct reference, accept it as valid without examining the evidence (although a qualifier may have to be added to it).

If the name of a subordinate body lacks a term indicating that it is a corporate body, enter it subordinately if the name of a higher body is required for the identification of the subordinate body.

name: Conservation Research and Development
heading: **Minnesota Energy Agency. Conservation Research and Development**

name: Adaptive Driver Education
heading: **Human Resources Center (Albertson, N.Y.). Adaptive Driver Education**

24.15B. [New]. If a body is composed of representatives of two or more other bodies and these other bodies are all entered as subheadings of a common higher body, enter the joint unit as a subordinate body as instructed in 24.14 or 24.19 if the name of the joint unit fits one of the types under 24.13 or 24.18.

United States. Joint Meteorological Committee
x United States. Army. Joint Meteorological Committee
x United States. Navy. Joint Meteorological Committee
x United States. Weather Bureau. Joint Meteorological Committee

24.18. Government agencies entered subordinately. [Rev.]. When the body being entered subordinately contains the name or part of the name of a higher body as an element of its own name, routinely omit this element whenever the particular higher body's name is retained in the hierarchy shown in the heading.

name: Senate Committee on Natural Resources and Wildlife [of the California Legislature]

heading: **California. Legislature. Senate. Committee on Natural Resources and Wildlife.**

If the name of a government agency lacks a term indicating that it is a corporate body, enter it subordinately unless the name contains the name of the government or an understandable surrogate.

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name: Naval Oceanography and Meteorology
heading: United States. Naval Oceanography and Meteorology

name: Landesvermessung
heading: Lower Saxony (Germany). Landesvermessung

24.18, type 2. [Rev.]. Test a name against this type only if it contains "a word that normally implies administrative subordination." Whether or not a word has such an implication depends on whether it is used commonly in a particular jurisdiction as part of the names of government subdivisions. Use judgment; if in doubt, consider that the word in question does not have such an implication. For names of government bodies within the U.S., we shall attempt a higher degree of uniformity by making a list of words used within the U.S. that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), here are some other words with which to begin the list:

administration
advisory ... (e.g., advisory panel)
agency
authority
board
bureau
... group (e.g., work group)
office
panel
service
task force
working party

Conversely, here are some commonly used words which have been rejected as falling into type 2:

council
project
program

If the name passes the test described above, then evaluate it in terms of the second criterion in type 2: "providing the name of the government is required for the identification of the agency." Apply this criterion in the following way: If either the name of the government is stated explicitly or implied in the wording of the name, or the name contains some other element guaranteeing uniqueness (usually a proper noun or adjective), enter it independently; in all other cases, enter the name subordinately. Apply this interpretation to the names of agencies at any level of government. (If variant forms in the body's usage create doubt about whether or not the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.)

If according to type 2 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

If a body is entered subordinately according to this rule, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. Add the name of the government as a qualifier to the reference. Note: If a name authority record for a heading established before January 1, 1981, contains such a direct reference, accept it as valid without examining the evidence (although a qualifier may have to be added to it).

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24.21C. [Rev.]. Apply the treatment of legislative subcommittees of the U.S. Congress also to legislative subcommittees of U.S. states.

Apply 24.21C to other types of bodies subordinate to legislative committees and subcommittees, e.g., task forces, panels.

United States. Congress. House. Committee on Ways and Means. Subcommittee on Trade. United States - Japan Trade Task Force.

California. Legislature. Assembly. Subcommittee on Housing Production. Housing Advisory Panel.

Make a reference from the name of the subcommittee as a direct subheading of the chamber to which the parent committee belongs if the name of the subcommittee is unique within the legislature.

United States. Congress. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs.
x United States. Congress. Senate. Subcommittee on Canadian Affairs

24.21D. [New]. Add the number and year, or the number, session, and year, only to the heading for the U.S. Congress. Use such a heading only if the item meets all these conditions:

1) an added entry must be made for the U.S. Congress as a whole or for one of its chambers;

2) no main or added entry is appropriate for any committee, subcommittee, or other subordinate unit of the U.S. Congress as a whole or of one of its chambers;

3) the number of the session is named in the chief source.

25.2A. [Rev.]. Use a uniform title unless the complete uniform title that would be assigned is exactly the same as the title proper of the item.

Exceptions:

1) Do not use a uniform title when the only difference is the presence of an initial article in the bibliographic title proper.

2) For certain anonymous classics that are entered under a uniform title main entry heading and that have been published in many editions, in different languages, and under different titles (e.g., Beowulf, Chanson de Roland), use a uniform title for all editions. This includes editions in the original language when the title proper is the same as the uniform title assigned.

Apply the optional provision in rule 25.2A. This means omitting brackets around uniform titles whenever they are headings (i.e., no main entry heading precedes them).

BEST DOCUMENT AVAILABLE

25.5D [Rev.]. When naming a language in a uniform title, base the name on the form used in the latest edition of Library of Congress Subject Headings or its published supplements. If the language is not listed, request the Subject Cataloging Division to establish it. (Use "Greek" for classical Greek and for modern Greek; however, if the item includes text in both, use "Classical Greek" and "Modern Greek" in the uniform title.)

25.8-25.11. Collective titles. [Rev.]. Except as noted in LCRI 25.9 and LCRI 25.10, assign a collective uniform title to an item at the first instance of appropriateness, i.e., do not defer the adding of a collective uniform title until the file under the heading is voluminous.

Extend the use of collective uniform titles to collections entered under a corporate name whenever the particular circumstances warrant it (e.g., collections of official communications by a head of state, collections of encyclicals). Note that the application of 25.8-25.11 is restricted to collections for which a single person or a single corporate body is responsible.

In any case of a collection covered by 25.8-25.11 containing three or more works, generally do not make analytical added entries for any of the works in the collection. This applies both to collections with a uniform tile and those without. (For the exception for music sound recordings, see LCRI 25.35-25.36.)

Under any of the collective uniform titles ("Short stories," "Laws, etc.") other than "Works" or "Selections" (see LCRI 25.8-25.9) a difference in titles proper would separate originals from translations and likewise would separate unrevised editions as well as the various publications of a single edition. Such collective uniform tiles are also not adequate for the proper identification of a work being used in a secondary entry. Because of these inadequacies, apply collective uniform titles with the principle found in 25.5C always in mind. The "appropriate designation to distinguish" between one work and another (or to bring them together) will usually be the title proper of each work. Note, however, that the designation should be tailored to fit each case, so that there are possibilities other than the title proper (editor, translator, publisher, compiler, etc.) and that the title proper if used, may be shortened. Do whatever makes the most sense in the particular case. The following examples are merely illustrative of this point; they are not meant to be prescriptive for the particular works shown:

Great Britain.
[Laws, etc. (Halsbury)]
Halsbury's statutes of England...

United States.
[Laws, etc. (U.S. code)]
United States code ...

Maugham, W. Somerset.
[Short stories (Heinemann)]
Complete short stories...

Apply this technique of qualifications only retrospectively, i.e., after the need to bring together differently titled items becomes an actuality or to refer to a particular work in a secondary entry when

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this work is not the only one bearing the same collective uniform title in the catalog. Then, it will be necessary to revise the earlier entry or entries.

25.9. **Selections.** [New]. For partial collections of works by an author who writes in only one form, apply the provisions of LCRI 25.10.

25.10. **Works in a single form.** [Revision of part of 25.8-25.11]. For collections covered by 25.10, use a collective uniform title only in the following situations:

1) the title proper of the collection is indistinctive;
2) the collection lacks a collective title proper (1.1G).

Faulkner, William, 1897-1962.
[Short stories. Selections]
Uncollected stories of William Faulkner

James, Henry, 1843-1916.
[Short stories. Selections]
The author of Beltraffio ; Pandora ; Georginna's reasons ; The path of duty ; Four meetings

In all other cases of a collection of works in a single form, treat the item as though it were a single work. (This means disregarding the wording of the other title information, parallel title, etc., that indicates that the item is a collection and ignoring the fact that the title proper may be identical to the title of one of the works in the collection.)

Squire, John Collinse, Sir, 1884-1958.
The birds and other poems

Wilde, Oscar, 1854-1900.
Birthday of the infanta and other tales

For collections containing works in translation, use the uniform title of the collection in the original language if there is explicit evidence that the translated collection existed in the original and the collection in the original language does not bear a collective uniform title. If the collection of translated works does not exist in the original or if the original collection bears a collective uniform title, use a collective uniform title.

Note: Apply these directives for collections of works in a single form also to partial collections of works by an author who writes in only one form (25.9).

Appendix A.2A. **General rule.** [New]. Neither AACR 2 nor the University of Chicago Press style manual provides detailed guidance on capitalization of "little words" in English corporate names. Rule 7.123 in the style manual, however, although stated as a rule for titles, is also applied by the press to corporate names. The following list, derived from 7.123, is provided in order to maintain consistency for certain common words. In other cases, use judgment.

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Type of word		
1)	Pronouns	capitalize
2)	Forms of the verb "to be"	capitalize
3)	"To" in infinitives	lowercase
4)	Coordinating conjunctions ("and," "but," "or," etc.)	lowercase
5)	Subordinating conjunctions ("though," "as," "if," "since," etc.)	capitalize
6)	Articles	lowercase
7)	Prepositions	lowercase

On revising a heading that does not conform to this instruction, update the name authority record and any MARC bibliographic records.

Appendix D: Preliminaries. [Rev.]. Treat a bibliographical data sheet, technical report documentation page, etc., appearing in a U.S. document as a preliminary only when the leaf or page precedes the title page. (This means that the definition of "preliminaries" must be followed, with no special exception for these data sheets.)

"Cover" in the list of sources means pages 1, 2, 3, and 4 of the cover, both flaps of the cover, and the spine.

The plural "title pages" in the list of sources means the title pages that pertain to the particular entity being cataloged but not to those that pertain to another entity of which it may be a part.

Note: Treat a verso of a title page substitute or any of the pages preceding a title page substitute as a preliminary only if it forms part of the cover.

"Relator" Terms

In 1981 the Joint Steering Committee for Revision of AACR approved LC/ALA recommendations that rule 21.0D be generalized to recognize the existence of a variety of designator terms not appearing on the list in rule 21.0D but appearing on lists being developed by specialized groups. In light of both this decision and a request by the Rare Book and Special Collections Division of the Library of Congress to use specialized relators, the Library has revised its original decision on the option in 21.0D and will in a restricted number of cases make use of relator terms from other standard lists. For rare book cataloging, the Library will use selected relators from "Relator Terms for Rare Book, Manuscript, and Special Collections Cataloging" (College and Research Libraries News, Oct. 1981, p. 322-325). Implementation of these terms will not occur until modifications have been made to LC's automated system and internal procedures. Additional information will be made available at the time this technique is implemented.

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Hebrew and Yiddish Romanization

Below are some of the more important details about the application of the table for Hebrew and Yiddish (cf. Cataloging Service, bulletin 118, summer 1976) in the Library of Congress. These details represent a long standing practice only now being published.

1) In the preliminary note, for "and the Yiddish follows the Lithuanian Yiddish pronunciation" read "and the Yiddish follows the standardized, principally Lithuanian, pronunciation".

2) For " initial and final disregarded ..." read "א initial and final (including end of syllable disregarded ...

3) Make the following addition to the column captioned "Vowels used in Hebrew" ...

a) Change the roman value of the first "a" to "a or o (when the letter represents the short value of ל)"

b) Add between the second "e" and "o" "י .. e

c) Change the Hebrew letter romanized as "o" to: ל, ־, ׳: or:

d) Add the following qualification to the "e" at the end of the column: e (mobile schwa); the quiescent schwa is not transcribed.

SUBJECT HEADINGS

Authority Research for Subject Heading Proposals

The guidelines below are used by catalogers in the Subject Cataloging Division in researching terminology for new subject heading proposals and illustrates how the division selects forms for new headings. It is hoped they will assist other libraries in doing research to establish new headings themselves.

Proposed subject headings and their associated see references should reflect both the terminology used in current literature on the topic, and the system of language, construction, and style used in LCSH. The purpose of doing authority research and listing the authorities consulted is either to demonstrate the form(s) in which the term being proposed as a heading has been found in existing literature or to document the fact that no citation to the term can be found in any likely sources except the work being cataloged. This information serves not only as a record of how the cataloger decided on the terminology selected for the heading and see references, but also as justification for the proposed structure of see also from and see also to references. In addition, definitions of terms that are not readily available elsewhere; information on the intended scope and usage of the proposed heading; its relationship to, and distinction from, similar existing headings; and any peculiarities or other pertinent information about the heading are also recorded. This information is used to guide the proposal through the editorial approval process and to serve as a permanent record for future reference and consultation.

BEST DOCUMENT AVAILABLE

There are three categories of information to be recorded as authority for new subject heading proposals: 1) citation of LC pattern, 2) citation of authorities consulted, and 3) other information pertinent to the choice of terminology or the meaning of the heading. All subject heading proposals should include one or more of these categories.

Citation of LC Pattern

An analogous, existing LC heading may be cited as the pattern, in lieu of citing authorities, for any new subject heading proposal in the following categories:

1) Proposal to add a new qualifier to a heading already analogously qualified, e.g., the heading Art, French may be cited as the pattern for a proposal to establish the heading Art, German.

2) Proposal to establish a non-free-floating subdivision under a heading for which an analogous pattern of usage exists, e.g., the heading Churches—Remodeling for other use may be cited as the pattern for a proposal to establish the heading Automobiles—Service stations—Remodeling for other use.

3) Proposal to establish a heading always constructed according to a standard pattern, such as "and" headings, "in" headings, Cookery ([topic]), Underdeveloped areas—[topic].

Citation of Authorities Consulted

Thorough authority research demonstrating that the term selected for the proposed heading is the appropriate one must be done for all concepts that are new to the LC subject headings system and outside the scope of the pattern situations described above. The final selection of terminology may, of course, be the result of a combination of both pattern and research, in which case both should be cited.

There is no general rule as to the number of citations to a term that must be found to demonstrate literary warrant for the form of heading. Depending on the nature of the heading being established, there may be abundant authority or virtually none at all. Failure to find any previous citation to the term being proposed as a heading after doing a reasonable amount of research is normally not a factor in determining the acceptability of the proposal. Catalogers are, however, responsible for demonstrating that they have consulted those sources in which one would logically expect to find the term being proposed. All authorities used or consulted must be cited whether the term was actually found.

Where to search for authority

The type of authorities to be consulted for any given proposal varies, of course, according to the nature of the term being proposed as a new heading. The most frequently consulted types of authorities, however, include

1) general dictionaries, especially Webster 3, which must always be cited;

2) general encyclopedias, e.g., Americana, Britannica, Colliers;

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3) general indexes and thesauri, e.g., N.Y. Times Index, Hennepin County Authority List, Legislative Indexing Vocabulary, Readers' Guide and other periodical indexes;

4) titles in the Library of Congress catalogs;

5) work being cataloged and its bibliography;

6) topical reference sources and other authoritative works in the field, if the topic is limited to a particular discipline.

The term being proposed as a new heading may appear in an authority as an entry term, an index term, a term used in the running text, chapter titles, photograph captions, etc., as well as in titles of other works cited in the authority. It is always useful to indicate how the topic is entered or indexed in the authority cited if the heading is being proposed in a form different from the entry or index term used in the authority.

The following are examples of the types of authorities that should be consulted for typical headings being proposed in various topical fields. The parenthetical information following the citation of each source indicates the form(s) in which the proposed new heading appears in that source.

1) Topic currently in the news

Heading proposed: Abscam Bribery Scandal, 1980-
Authorities consulted:
NYT Index (Abscam; Abscam scandal; indexed under "Abscam, Operation")
Washington Post (terminology used in recent articles: Abscam scandal; Abscam affair; Abscam investigation)
LIV (Abscam Bribery Scandal)
MARC data base
Work cat. (Abscam; Arab scam; Abdul scam [from name of phony company offering bribes, "Abdul Enterprises"])
LC pattern: Watergate Affair, 1972-

2) Historical event
Heading proposed: Soviet Union—History—Streltsy Revolt, 1698
Authorities consulted:
Web. 3
Britannica Micropedia, v. 9, p. 610 (streltsy; "Russian military corps established in the middle of the 16th century ... at the end of the 17th century, exercised political influence by revolting against certain factions")
Americana, v. 25, p. 791 (Streltsy: "... in 1698, the Streltsy rose in revolt, deposed their officers, and marched against Moscow")
MARC data base
Work cat.

3) Named entity in a city

Heading proposed: Promenade du Peyrou (Montpellier, France)
Authorities consulted:
Britannica Micropedia, v. 7, p. 1
Americana, v. 19, p. 417 ("promenade called Le Peyrou")
Oizon, René. Dictionnaire géographique de la France.

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Guide des capitales regionales.
MARC data base
Work cat. (Peyrou)

4) Contemporary public affairs issue

Heading proposed: Right to die
Authorities consulted:
Web. 3
Random House dictionary
Index medicus, NYT Index, Readers' guide } Terms "Right to die" and "Death with dignity" used in titles indexed under "Death" and "Terminal care"
LIV
MARC data base
Work cat. (Natural death)

5) Literary topic

Heading proposed: Questione della lingua
Authorities consulted:
Web. 3
Cudden, J.A. Dict. lit. terms, p. 547 ("a controversy or debate about the suitability of the vernacular as opposed to the language of literature")
Americana
Britannica, 15th ed., v. 10, p. 1099
Work cat.

6) Topic in technology

Heading proposed: Tailings dams
Authorities consulted:
Web. 3
Dict. of mining, mineral, and related terms
McGraw-Hill encyc. of S & T
SME Mining engineering handbook
TEST
ASTI
Work cat.

Other Information

Any other information useful in the editorial approval process or for future reference should also be included with new subject heading proposals. This includes such items as the definition of a term that is not found in readily available reference sources if such a definition is found in the work being cataloged or other works consulted in the process of doing research (cf. example 5) above), quotations illustrating the usage of the term in running text (cf. examples 2) and 3) above), explanation of the distinction between the proposed heading and a superficially similar heading.

Scope Notes

Scope notes generally serve to limit the scope of a heading as used in the catalog, thereby helping readers to determine to what extent it covers the material they seek, and making it possible for catalogers to maintain consistency in assigning the heading to new works being cataloged. Scope notes are especially useful under headings

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that represent new concepts or that employ terminology not yet firmly established in the language. Catalogers are encouraged to be generous in providing scope notes when proposing new headings of this type.

Types of Scope Notes Used in LCSH

1) A single heading defined without reference to any other headings. This type of note is required when various reference works consulted in doing authority research fail to agree completely and usage does not offer a sufficiently precise definition. It is also necessary when no dictionary definition of the heading is readily available and the meaning of the heading is potentially ambiguous.

Artists' preparatory studies
Here are entered works dealing with studies or sketches by artists preparatory to executing works of art in any form.

Southwest, New
Here are entered works on that part of the United States which roughly corresponds to the old Spanish province of New Mexico, including the present Arizona, New Mexico, southern Colorado, Utah, Nevada and California.

2) A single heading described with reference to more specific headings. This type of note is used occasionally when it is deemed necessary to state explicitly that the heading is used for a topic in its most general sense and that more specific aspects of the topic will be found under more specific headings.

Commodity exchanges
Here are entered works on commodity exchanges in general. Works on exchanges dealing in a single commodity or class of commodities, e.g. cotton, grain, tobacco are entered under Cotton trade, Grain trade, etc.

Note that it is more common to use a general see also reference or specific see also references in situations of this type.

3) A single heading with explanation for special cases. This type of note provides not only a description of the scope of the heading but also instructions both to catalogers and to users as to the various subject entries that are made for any work dealing with special aspects of the subject.

Health surveys
Here are entered works on the methods and techniques employed in conducting health surveys, and reports of individual surveys. For the latter the heading may be subdivided by place; in such cases an additional subject entry is made under the heading Public health—[local subdivision], e.g. 1. Public health—United States. 2. Health surveys—United States. For health surveys on a special topic, the additional subject entry is made under the special topic, e.g. 1. Youth—Health and hygiene—United States. 2. Health surveys—United States.

4) Two or more closely related or overlapping headings. This type of note provides contrasting information regarding the scope and usage of superficially similar headings.

BEST DOCUMENT AVAILABLE

Life on other planets
Here are entered works on the question of life in outer space. Works on the prospective use of the science of anthropology in dealing with intelligent beings in outer space, or establishing earth colonies on extraterrestrial bodies are entered under Extraterrestrial anthropology.

Extraterrestrial anthropology
Here are entered works on the prospective use of the science of anthropology in dealing with intelligent beings in outer space, or establishing earth colonies on extra-terrestrial bodies. Works on the question of life in outer space are entered under Life on other planets.

Whenever one heading is defined or described with reference to one or more other headings, reciprocal notes must be provided under all other headings to which the original note refers. The wording of the reciprocal note should always be a "mirror image" of that of the original note and the two notes should always be composed using the format "Here are entered works on [description of heading A]. Works on [description of heading B] are entered under [heading B]." The second sentence of these notes should never be in the form "For works on [description of heading B], see [heading B]."

5) Special instructions, explanations, referrals, etc. This type of note, rather than defining the scope of the heading, provides information such as instructions to catalogers for making additional subject entries, notices to catalog users, or generalized references.

Economic forecasting
When this heading is subdivided by place, a second subject heading is assigned for the name of the place with subdivisions such as Economic conditions, Economic policy, etc., e.g. 1. Economic forecasting—United States. 2. United States—Economic policy—1981-

Shakespeare, William, 1564-1616
The subdivisions provided under this heading represent for the greater part standard subdivisions usable under any literary author heading, and do not necessarily pertain to Shakespeare.

Moving-pictures—Plots, themes, etc.
Films on specific topics are entered under specific headings, e.g. Horror films; War films; Children in motion pictures; Death in motion pictures.

Ocean waves
This heading may be subdivided by bodies of water, e.g. Ocean waves--Atlantic Ocean.

School prose
For works limited to one school, the heading is qualified by nationality and subdivided by place, and an additional subject entry is made under the name of the school.

Headings for Individual Nationalities

Background. In the past, headings for nationalities living in specific places outside the native country, whether as permanent residents or otherwise, were formulated as [Nationality] in [place]; a nationality living in several countries was expressed as [Nationality] in foreign countries. All in [place] headings, including [Nationa-

BEST DOCUMENT AVAILABLE

lity] in foreign countries headings, are being converted to (Indirect). The geographic subdivision Foreign countries will be used to replace former [nationality] in foreign countries phrase headings.

Procedures

1) Establishing headings for nationalities. Always establish nationality headings as (Indirect), e.g. French (Indirect).

Provide the following reference(s):

[Nationality heading]
xx Ethnology—[country of origin]
xx [Country of origin] (If entry element is different from national group name, e.g., Soviet Union see also Russians)

2) When assigning a nationality heading, always further subdivide the heading by place.

Germans—Brazil

A specific nationality in a foreign country is always designated in this manner, and almost never, except for American ethnic groups, by composite names such as German Brazilians. (Caution: Isolated exceptions to this rule do exist. The names of several ethnic groups outside the United States are by chance in composite form, e.g., French-Canadians; Russian Germans).

3) Do not use nationality headings for works that discuss the people of a country actually residing within that country. Instead, use the name of the country with appropriate subdivision, an appropriate [topic]—[place] heading, or a combination thereof.

1. Anthropometry—Sweden. not 1. Swedes—Anthropometry.

1. United States—Social life an customs. not 1. Americans—Social life and customs.

4) Nationalities in More Than One Foreign Country. Use the subdivision Foreign countries after the nationality heading if several countries are involved (Foreign countries is free-floating in this situation).

Italians--Foreign countries

5) If a topical subdivision assigned to a nationality heading is itself further subdivided by place, put the geographic subdivision after the topical subdivision.

French—Employment—Germany (West)
Americans—Employment—Foreign countries

Note: The subdivision Foreign countries is free-floating in this situation also.

6) Treat nationality headings as ethnic groups, assigning subdivisions used under ethnic groups when appropriate.

BEST DOCUMENT AVAILABLE

Procedures for Nationalities in the United States

1) Always establish headings for individual nationalities living in the United States in the composite form [qualifier designating country of origin] Americans, e.g., Japanese Americans, German Americans. Make all such headings (Indirect).

Such headings represent the permanent residents of the United States, including naturalized citizens. For aliens living in the United States, students from abroad, etc., assign a heading of the type described in 2) above, e.g., Japanese—United States; Germans—United States.

2) Reference pattern. Always provide the following references for nationality headings in the United States:

[Nationality] Americans
x [Nationality] Americans—United States
xx Ethnology—United States
[Nationality]—United States

Italian Americans
x Italian Americans—United States
xx Ethnology—United States
Italians—United States

3) Do not establish names for groups of Americans already identified with ethnic groups whose names are in composite form, e.g., use Russian Germans—United States, not Russian German Americans; use French Canadians—United States not French Canadian Americans.

4) Use the subdivision Foreign countries under headings of this type in accordance with 4) and 5) above.

Names of Rivers, Valleys, Watersheds, Etc.

Names of rivers are established in the same manner as any geographic feature (see Cataloging Service Bulletin, no. 12, p. 55-56.) Certain aspects of rivers, however, present problems that do not arise when establishing the names of other kinds of geographic features. The following points out these unique aspects and includes rules for the formulation of names of features based on rivers, such as watersheds and valleys. River is used here in the generic sense to include all types of surface streams, such as rivers, brooks, creeks, washes.

Procedures

1) Location of rivers. For the purpose of these guidelines, treat a river as if it were located in a particular jurisdiction even if it only forms a portion of the boundary of the jurisdiction and does not actually enter it. Thus, a river that starts in one jurisdiction and later forms the boundary between two additional jurisdictions before coming to an end is regarded as located in three jurisdictions.

2) Qualification of names of rivers. As indicated in Cataloging Service Bulletin, no. 11, p. 89, rivers are qualified in a different manner from other geographic features, if more than one jurisdiction is being added to the qualifier. Always add the name of the country, etc., in which the river originates as the first jurisdiction.

BEST DOCUMENT AVAILABLE

Roanoke River (Va. and N.C.)

In cases of conflict involving a river in more than two countries, etc., qualify by adding the name of the jurisdiction in which the river originates as the first name and the name of the jurisdiction in which the mouth is located as the second. Place a hyphen between the names.

Green River (Wyo.-Utah)

In cases of conflict involving a river located in a single country, etc., the rules for qualification are essentially the same as those used for conflicts involving any geographic feature in a single country, etc.; add one or more narrower jurisdictional names to the name of the country, etc., in the qualifier as appropriate.

Blackwater River (Essex, England)

However, if the river extends over several local jurisdictions, apply the same rules for rivers given above regarding the order of the listing of jurisdictions and the use of hyphens, etc.

Deer Creek (Madison Country-Ross County, Ohio)

3) Pattern References for Rivers

[name of river] ([qualifier])
x [alternative name of river] ([qualifier])
xx Rivers—[place]

If a river is a tributary of a larger stream, make no references from the larger stream.

Use the following guidelines for determining what place name to use as the local subdivision in the see also from reference indicated above:

a) River in a single country. Except in the case of the four countries noted in d) below, use the name of the country.

xx Rivers—[country]

b) River in two or three countries. Provide a separate reference for each country.

xx Rivers—[country 1]
Rivers—[country 2]

c) River in more than three countries. Use the name of the corresponding region.

xx Rivers—[region]

d) River in Canada, Great Britain, the Soviet Union, or the United States. Make the following reference if the river is in a single first order division:

xx Rivers—[1st order division]

Make a see also from reference for each division if the river is in two or three first order divisions. If in more than three divisions within the country, make a reference only for the name of the country; do not use the name of a region within the country.

BEST DOCUMENT AVAILABLE

xx Rivers—[country]

Examples

Nile River
xx Rivers—Africa

Clark Fork (Mont. and Idaho)
xx Rivers—Idaho
Rivers—Montana

Missouri River
xx Rivers—United States

Green River (Wyo.-Utah)
xx Rivers—Colorado
Rivers—Utah
Rivers—Wyoming

4) Forks of Rivers

a) Fork name is directional. If the name is of the type South Fork, East Fork, Middle Fork, etc., formulate the heading as follows.

[name of main river], [...] Fork ([qualifier])
x [...] Fork [name of main river] ([qualifier])
xx Rivers—[place]

Licking River, South Fork (Ohio)

Note: assign the qualifier on the basis of the fork, not the full extent of the main stream.

b) Fork name is substantive. If the name is of the type Clear Fork, Clark Fork, Tug Fork, etc., formulate the heading in the same manner as any individually named river.

Clark Fork (Mont. and Idaho)
(The fork is a part of the Columbia River system.)

5) Wild and scenic rivers. Establish headings for wild and scenic rivers following the provision for names of individual parks (see Cataloging Service, bulletin 111, p. 5-8).

6) Pattern subdivisions. Subdivide names of individual rivers by the free-floating topical subdivisions authorized for use under bodies of water (see 1979 supplement to LCSH, p. xv).

Missouri River—Navigation

7) Local subdivision practice involving rivers

a) When subdividing locally by the name of a river, always subdivide the topic directly, if the river is in two or more countries (or in two or more first order divisions of Canada, Great Britain, the Soviet Union, or the United States).

Stream measurements—Rhine River
Stream measurements—Missouri River
Stream measurements—Roanoke River (Va. and N.C.)

However, always subdivide the topic indirectly, if the river is in one country (or one division of the countries named above).

BEST DOCUMENT AVAILABLE

Stream measurements—California—Sacramento River

b) Parts of rivers. If a river is in two or more countries (or in two or more first order divisions of the countries named above) and the work deals only with a portion of the entire river, assign two headings, one to bring out the river and one the specific locality.

Title: Stream measurements made along the Missouri River in South Dakota.
1. Stream measurements—Missouri River.
2. Stream measurements—South Dakota.

Do not interpose the name of the specific locality between the topic and the name of such a river. For example, such a heading as [topic]—South Dakota—Missouri River is not authorized.

8) Special headings based on the river heading. Formulate free-floating phrase headings for special aspects of rivers, if required for the work being cataloged, by adding to the river heading one of the following generic terms (add the term before the qualifier, if the heading is qualified):

Estuary	Watershed
Valley	Region

The above results in several important changes in practice: the generic terms added to the river heading will now always be upper case; and the word River will no longer be deleted when formulating headings for valleys on a free-floating basis. Any headings in LCSH that are in violation of these principles will be corrected eventually.

Examples

River	Free-floating Heading
Delaware River	Delaware River Estuary
Kobuk River (Alaska)	Kobuk River Valley (Alaska)
Tug Fork	Tug Fork Valley
South Saskatchewan River (Alta. and Sask.)	South Saskatchewan River Watershed (Alta. and Sask.)
Licking River, South Fork (Ohio)	Licking River, South Fork Watershed (Ohio)
Tweed River (Scotland and England)	Tweed River Region (Scotland and England)

If the feature involves a system of two or more rivers, formulate separately the special feature heading for each river. Do not attempt to combine the names of the rivers. For example, for a work discussing the Virgin River-Meadow Valley Wash Drainage Basin, two watershed headings are required:

Virgin River Watershed
Meadow Valley Wash Watershed (Nev.)

9) Particulars involving valleys

a) Contrary to past practice, always add the word Valley (upper case) to the name of the river, however it has been established. Do not delete the word River or the equivalent.

b) Formulate free-floating phrase headings only for river valleys. If there is no river involved, establish the valley formally with full reference structure.

BEST DOCUMENT AVAILABLE

Death Valley (Calif. and Nev.)
xx Valleys—California
Valleys—Nevada

10) Particulars Involving Watersheds

a) The term watershed is the term LC uses to designate watersheds, river basins, drainage basins, etc. Always use the word Watershed (upper case) when formulating the names of these features although the work may use one of the alternative expressions.

b) River basins, i.e., watersheds, are always designated in the manner indicated above. Geological basins, however, are established as such, using the term Basin, e.g., Diamond Basin (Nev.).

11) Particulars involving regions

a) Formulate the names of regions of rivers by adding the word Region to the river name, e.g., Colorado River Region. When rivers are involved, do not formulate the names of regions of valleys or watersheds; that is, do not add the word Region to the river valley name or the watershed name. Note: names of valleys may be formulated on a free-floating basis as long as the valley is not associated with a river.

Death Valley Region (Calif. and Nev.)

b) The terms Valley, Watershed, and [River] Region all refer to areas associated with a river system. Valley, the smallest area, designates the flatlands, extending along the course of the river and its tributaries, Watershed the entire drainage basin, including mountainous areas. Region refers to the largest area possible, consisting not only of the drainage basin itself but other adjacent territories beyond the basin. With these limitations in mind, assign the term which matches exactly the scope of the work being cataloged. That is, do not use the term Region if the work narrows its attention to the valley of the river; in such cases use Valley.

Hawaii as a Subject Heading

Procedures

1) Assign Hawaii as a subject heading for works dealing with the State of Hawaii regardless of the period covered.

Japanese Americans—Hawaii
Hawaii—Antiquities
Housing—Hawaii—Hawaii Island

2) Geographic qualifiers

a) Use Hawaii as a qualifier in Hawaiian geographic names. Do not use the particular island name as the sole qualifier.

Pearl Harbor (Hawaii)
Lanai (Hawaii)

b) For entities within a city, add the city name before Hawaii in the qualifier, e.g., Waikiki (Honolulu, Hawaii)

c) In cases of conflict, add the island name before Hawaii in the qualifier. The main islands are

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Hawaii Island (Hawaii)
Kahoolawe (Hawaii)
Kauai (Hawaii)
Lanai (Hawaii)
Maui (Hawaii)
Molokai (Hawaii)
Niihau (Hawaii)
Oahu (Hawaii)

Examples

Kailua Bay (Oahu, Hawaii)
Kailua Bay (Hawaii Island, Hawaii)

Kona (Hawaii Island, Hawaii)
Kona (Niihau, Hawaii)
Kona (Molokai, Hawaii)

Legends and Stories about Animals

Background. The former subdivision Legends and stories used under types of animals has been discontinued and replaced by one or more of the following subdivisions, all of which are free-floating in the situations described below:

—Anecdotes
—Biography
—Fiction
—Folklore

Procedures.

1) Fiction. To one of more fictitious stories about an animal or a group of animals, assign the subdivision Fiction under the type of animal, e.g., Dogs—Fiction. To collections of stories involving various types of animals, assign Animals—Fiction.

2) Folklore. To one or more legends about an animal or a group of animals, assign the subdivision Folklore under the type of animal, e.g., Dogs—Folklore. To collections of legends involving various types of animals, assign Animals—Folklore.

3) True stories about individual animals and pets

a) To collections of true-life stories about animals, e.g., Great Canine Heroes of All Time, assign the subdivision Biography under the type of animal, e.g., Dogs—Biography. If the work is a single biography, assign the heading designating the animal with the subdivision Biography. If the animal has a name that is established, assign the name as an additional heading.

1. Morris (Cat)
2. Cats—Biography.

b) To anecdotal accounts of pets, e.g., Episodes in the Life of My Pet ..., assign the subdivision Anecdotes under the type of animal, e.g., Dogs—Anecdotes. If the pet has a name that is established, assign the name as an additional heading.

1. Lassie (Dog)
2. Dogs—Anecdotes.

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Subdivisions Further Subdivided by Place

Those special subdivisions in the subject heading system that are further subdivided by place were first explained in Cataloging Service, bulletin 118, p. 9-10, along with a complete list of those subdivisions. A new greatly expanded list has now been compiled, and it will appear in the introduction to the January-June 1981 supplement to LCSH. A revised statement of policy regarding these subdivisions is below.

If both a local subdivision and a topical subdivision are to be used under a particular subject heading, the customary practice is to interpose the local subdivision between the heading and the topical subdivision.

[topic]—[local subdivision]—[topical subdivision]
Construction industry—Poland—Finance.

Most subdivisions in the LC system belong to this category. However, certain topical subdivisions are themselves further subdivided by place, so that the local subdivision appears last in the formulation.

[topic]—[topical subdivision]—[local subdivision]
Construction industry—Law and legislation—Poland.

These subdivisions are called subdivisions further subdivided by place, and number approximately 190. When listed in LCSH under a particular heading they are recognized by the fact that they are provided with the instruction (**Indirect**).

Transportation—Taxation (Indirect)

Combinations of the Two Practices. For certain subdivisions further subdivided by place it is at times not only possible but necessary to interpose place between the basic heading and the subdivision. This occurs when the place aspect associated with the basic heading is not necessarily the same place brought out under the topical subdivision. For example, Collectors and collecting is a subdivision further subdivided by place with the following possible uses:

Postage-stamps—Collectors and collecting
(Designates the collecting of postage stamps in general. The origin of the stamps and where they are collected remains unspecified)

Postage-stamps—United States—Collectors and collecting
(Designates the collecting of U.S. postage stamps without regard to where they are collected)

Postage-stamps—Collectors and collecting—United States
(Designates the collecting of any postage stamps in the U.S.)

Postage-stamps—Great Britain—Collectors and collecting—United States
(Designates the collecting of British postage stamps in the U.S.)

Study and teaching is also such a subdivision.

Transportation—Europe—Study and teaching—United States
(Designates the study and teaching of European transportation in the U.S.)

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The following subdivisions have been identified for both subdivision by place and interposition of place between the main heading and the topical subdivision:

Collectors and collecting
Conservation and restoration
Documentation
Forgeries
Information services
Library resources
Mutilation, defacement, etc.
Private collections
Research
Study and teaching [and all qualified forms of this subdivision]
Teacher training
Vocational guidance

Liturgical works

A previous article (Cataloging Service Bulletin, no. 12, p. 61) noted the subject cataloger's role in bringing together in one subject file the liturgical works of an individual religion or denomination. The hope was also expressed that the various problems associated with the new procedures would be resolved shortly. Regrettably, this was not possible, and there will be still some delay in reaching the decisions.

Meanwhile, several of the new subdivisions are currently being assigned to individual records. No authorization for them has as yet appeared in LCSH, however. They are

—Liturgy
—Customs and practices

The subdivision Customs and practices will replace the two subdivisions Ceremonies and practices and Rites and ceremonies, except when used under names of ethnic groups. The new subdivision will be used to designate works on customs, usages, informal practices, etc., of a religion or denomination. The subdivision Liturgy on the other hand will be used to designate works on the formal worship or religious observances of a religion or denomination.

The Subdivisions "Relations" and "Military relations"

The following was first published in Cataloging Service Bulletin, no. 14, p. 64-65. It is repeated here with several revisions.

Procedures

1) Discontinue using the obsolete subdivisions Relations (general) with ..., Relations (general) with foreign countries, Relations (military) with ..., and Relations (military) with foreign countries. Use instead the following free-floating subdivisions always further subdivided by place as appropriate:

—Relations (Indirect)
Use under names of regions, countries, cities, etc., for general relations between one region or jurisdiction and another.

BEST DOCUMENT AVAILABLE

—Military relations (Indirect)
Use under name of regions,countries, cities,etc., for military relations between one region or jurisdiction and another.

2) Do not use the subdivisions to bring out relations between regions or jurisdictions in one country.

3) Further subdivide these subdivisions by region or country to designate relations with a specific region or country. Make an additional subject entry with the two geographic names in reversed positions.

1. United States—Relations—China.
2. China—Relations—United States.

4) Use the subdivisions Relations—Foreign countries and Military relations—Foreign countries for the relations of a region or jurisdiction with three or more other regions or jurisdictions.

The Subdivision "Marketing"

Background. Before 1975 the subdivision Marketing was not normally used under headings for products. Instead, works on the marketing of these products were assigned the corresponding heading for the industry, e.g., Automobile industry and trade. Since 1975, for works dealing solely with the marketing of an individual product, the free-floating subdivision Marketing has generally been used under the heading for the product, e.g., Automobiles—Marketing.

Scope of the Subdivision Marketing. The free-floating subdivision Marketing is used for works that discuss the process of moving goods from the producer through the trade channels to the consumer as well as for works that discuss the marketing of specific services. For works that discuss specific aspects of marketing, use the appropriate heading or subdivision, e.g., Merchandising, Price policy, Selling, Selling—[product heading], [product heading]—Transportation. For works that are broader in scope and discuss the economic and manufacturing aspects connected with the production and trade of types of commodities or products, use the appropriate industry heading.

Procedures. Always assign the free-floating subdivision Marketing under headings for particular products or services for works discussing solely the marketing of these products or services as defined above.

Drugs—Marketing
Papaya—Marketing
Information services—Marketing
Preventive health services—Marketing

Do not use industry headings for works solely on marketing.

January-September 1980 supplement to LCSH 9

A combination of word processor error and human error resulted in the omission from Cataloging Service Bulletin, no. 15, p. 38 of the last line of data from the table of response to the questionnaire about the impact of the omission of asterisks from the third

BEST DOCUMENT AVAILABLE

quarter 1980 supplement. This accidental omission provides the opportunity not only to repeat that table with the full data but also to present new tallies based on responses received since November 9, 1981.

Below is the complete tally of possible combinations of responses as it should have appeared in number 15, p. 38, reflecting the 606 responses received by November 9, 1981.

1a,2a	48	(8%)	1b,2a	28	(5%)	1c,2a	20	(3%)
1a,2b	13	(2%)	1b,2b	117	(19%)	1c,2b	63	(10%)
1a,2c	4	(1%)	1b,2c	144	(24%)	1c,2c	169	(28%)

By February 5, 1982, 837 replies had been received. The tally of possible combinations of responses is

1a,2a	56	(7%)	1b,2a	40	(5%)	1c,2a	27	(3%)
1a,2b	17	(2%)	1b,2b	146	(18%)	1c,2b	82	(10%)
1a,2c	6	(1%)	1b,2c	212	(26%)	1c,2c	243	(29%)

Below is the tabulation of replies to each question. The question is summarized at the right.

1a	80	(10%)	Omission of asterisks had a serious impact
1b	405	(48%)	Asterisks serve an important function
1c	358	(42%)	Omission of asterisks made no difference
2a	126	(15%)	We systematically check each incoming supplement
2b	249	(30%)	We check significant changes, not the list itself
2c	462	(55%)	We don't check supplements unless there's a problem

The percent of responses to each question and to the possible combinations of questions has remained remarkably stable although an additional 231 responses have been received.

In summary, only ten percent of those replying were seriously inconvenienced by the lack of asterisks. Approximately eighteen percent of respondents were either inconvenienced or systematically check incoming supplements or both. Approximately eighty two percent of respondents did not find the asterisks essential or did not routinely check the supplements against a catalog or authority file.

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CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

Number 18, Fall 1982
Editor: Robert M. Hiatt

CONTENTS

DESCRIPTIVE CATALOGING	Page
Library of Congress Rule Interpretations	3
Cumulated Library of Congress Rule Interpretations	9
United Nations Document	88
Initial Articles in Arabic and Hebrew	88
Far Eastern Bodies Created Soley to Edit or Publish Item	89

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DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

Rule	Number	Page
1.0	13	3
1.0A	11	3
1.0C	14	4
1.0D	13	3
1.0E	14	5
1.0G	16	7
1.0H	18	9
1.1A2	11	5
1.1B	14	5
1.1B1	11	5
1.1B3	15	2
1.1B8	11	6
1.1B10	18	9
1.1C	11	6
1.1D1	11	7
1.1D2	11	7
1.1D4	11	7
1.1E	17	6
1.1E5	11	7
1.1F	12	5
1.1F1	13	4
1.1F4	14	6
1.1F6	17	6
1.1F7	13	6
1.1F11	13	6
1.1F12	12	6
1.1F15	17	6
1.1G1	11	7
1.1G2	18	9
1.2B1	11	7
1.2B3	13	6
1.2B4	13	7
1.4B	14	7
1.4B6	11, 12	8, 8
1.4B8	18	10
1.4C	12	10
1.4C3	12	10
1.4C6	15	2
1.4C7	15	3
1.4D	16	7
1.4D2	12	11
1.4D3	11	8
1.4D4	13	10
1.4D6	13	11
1.4E	12	11
1.4E1	11	9
1.4F1	13	11
1.4F2	13	11
1.4F5-1.4F6	11	9
1.4F6	14	7
1.4F8	15	3
1.4G	14	9
1.4G4	12	11
1.5	17	7
1.5E1	11	9
1.6	17	8
1.6B2	13	11
1.6G	18	14

1.6H	14	11
1.6H4	11	11
1.6J	13	11
1.7	11	12
1.7A1	12	12
1.7A3	13	12
1.7A4	18	16
1.7B2	17	12
1.7B4	18	18
1.7B6	14	14
1.7B12	18	20
1.7B16	12	15
1.7B20	12	15
1.7B21	17	13
1.7B22	18	20
1.8B	16	9
1.8D	16	22
1.10	11	12
1.11C	17	13
1.11F	18	20
2.0B1	11	12
2.1B2	18	21
2.1F2	18	21
2.2	13	12
2.5B9	16	31
2.5B17	17	14
2.5B19	17	14
2.5C1	15	6
2.5C2	15	6
2.5C6	15	6
2.7B	17	14
2.7B1	12	17
2.7B4	18	21
2.7B5	11	13
2.7B7	18	21
2.7B12	18	23
2.7B13	16	32
2.7B14	18	23
2.7B18	17	14
2.12-2.18	16	33
3.7B12	18	24
5.1B1	18	24
5.2B1	11	14
5.5B3	14	16
5.7B19	14	17
6.1B1	18	26
6.1F1	11	15
6.1G1	11	15
6.4F1	11	15
6.5B2	13	14
6.7B6	13	14
6.7B10	13	14
6.7B16	13	15
6.7B19	14	17
6.8	13	15
7.1B1	13	15
7.1F1	13	15
7.4C	13	16
7.4F2	15	6
7.7B4	13	16
7.7B6	13	16
7.7B7	15	6
7.7B9	13	16
7.7B16	13	15
7.8	13	15
8.1F1	13	15

8.4C	13	16
8.4F2	15	6
8.5B1	11	15
8.5B2	13	17
8.7B4	13	16
8.7B6	13	16
8.7B7	15	6
8.7B8	18	27
8.7B9	13	16
8.7B12	18	27
8.7B16	13	15
8.7B18	13	17
8.7B22	18	27
8.8	13	15
Chapter 11	14	56
11.0B1	18	27
11.7B	18	27
11.7B12	18	28
11.7B22	18	28
12.0	13	17
12.0B1	16	33
12.0D	11	16
12.1B1	15	7
12.1B2	15	7
12.1B3	13	19
12.1B6	14	17
12.1E1	11	16
12.1F1	11	17
12.3B1	18	28
12.3C4	18	28
12.3G	11	17
12.7B	18	28
12.7B9	15	7
12.7B12	18	29
12.7B22	18	29
13.5B	11	17
13.6	11	17
21.0B	12	21
21.0D	18	29
21.1A2	15	8
21.1B1	18	30
21.1B2	18	31
21.1B2a	16	34
21.1B2c	16	34
21.1B3	14	22
21.1B4	15	9
21.1C	18	34
21.2A	18	36
21.4B	18	36
21.7B	13	20
21.7C	13	21
21.17B	14	22
21.23A-21.23B	13	22
21.23C-21.23D	13	22
21.28B	17	17
21.29	12, 13	24, 24
21.29D	13	25
21.30	13	24
21.30E	13	26
21.30F	14	23
21.30G	14	23
21.30J	18	37
21.30L	18	46
21.38	14	26
22.1	18	49

22.2	18	52
22.2A	14	30
22.2C3	14	30
22.3A	18	52
22.3B1	11	22
22.3C	18	53
22.3D	13	28
22.5A	13	29
22.5C2	11	24
22.5C4	11	24
22.5C8	11	24
22.6	11	24
22.8	13	29
22.8A	15	17
22.8B	11	25
22.10	15	18
22.11D	11	25
22.12	11	25
22.12ff	11	25
22.12B	18	55
22.13B	11	25
22.15A	11	26
22.15B	18	55
22.16A	18	55
22.17A	11	26
22.17A6	17	18
22.17A7	17	18
22.17C	18	57
22.17D	11	27
22.18	18	57
22.18-22.20	18	58
22.22	15	18
22.26C2	18	59
22.27A	18	60
22.27B	18	60
22.27C	18	60
22.27D	18	60
23.2A	18	61
23.4B	13	32
23.4D2	11	32
24.4D3	11	32
23.4F	14	43
23.4G	13	33
23.4H	18	65
23.4J	14	43
24.1	18	65
24.1A	11	34
24.2	13	34
24.2C	13	34
24.2D	18	68
24.3A	17	18
24.3E	17	19
24.4B	18	68
24.4C	18	70
24.4C6	15	24
24.4C8	16	43
24.4C9	11	37
24.5A	11	37
24.5C1	18	75
24.6	13	37
24.7B	18	75
24.10B	11	39
24.13	16	45
24.13, type 2	17	19
24.13, type 3	15	25
24.13, type 4	15	26

24.13, type 5	17		20
24.14	18		76
24.15A	15		28
24.15B	16		46
24.17	18		76
24.18	17		22
24.18, type 2	17		23
24.18, type 3	15		29
24.18, type 4	14		48
24.18, type 10	18		76
24.19	18		76
24.20B	13		42
24.20E	11		44
24.21B	18		78
24.21C	16		48
24.21D	16		48
24.23	17		25
24.24A	14		48
24.26	11		44
24.27C	13		43
24.27C3	13		43
25.2A	18		79
25.3A	13		44
25.3A/25.4A	11		45
25.3B	13	(2)	44
25.4A	11		45
25.5B	14		49
25.5D	18		80
25.5E	11		49
25.6A	11		49
25.6A2	13		44
25.7	11		50
25.8-25.9	13		45
25.8-25.11	16		49
25.8	17		25
25.9	16		50
25.10	17		25
25.13	13		47
25.14	14		54
25.15A1	13		47
25.15A2	11		52
25.19	11		52
25.23A	11		52
25.27B	14		52
25.29D	11		53
25.29E	18		80
25.29G	11		53
25.30	14		55
25.31A1	11		53
25.32	13		48
25.32A1	11		53
25.32B1	18		80
25.35	13		48
25.35-25.36	13		48
25.36	13		48
25.36B	14		56
26	13		48
26.0	18		81
26.2	18		84
26.2B2	15		30
26.2B4	15		30
26.2C	13		56
26.2D	13		56
26.2D2	12		34
26.3	13		56

26.3A3	13	58
26.3A7	17	26
26.3B-C	13	61
26.4A	12	48
26.4C2	12	48
26.5	12	48
APPENDICES		
A.2A	16	50
A.7A	18	85
A.15A	18	86
A.31	17	28
A.34	17	28
B.4	13	72
B.9	18	86
B.14	13	72
B.15	18	86
C.0	18	87
C.4C	17	28
C.6	13	72
D, "Collection	14	56
D, "Colophon"	13	72
D, "Preliminaries"	16	51
D, "Running title"	18	88
D, "Uniform title"	18	88

1.0H. Items with several chief sources of information. [Rev.]

Only the subrule "Single part items" applies to serials. Note that it is the first issue published (not "first issues published") that is the basis for the description (cf. 12.0B1), and this first issue is then a "single part item." (The subrule "Multipart items" is not applicable to serials because the glossary definition of "multipart item" excludes serials.)

More Than One Language

If an item has two or more chief sources in different languages, apply the following:

1) If the item contains words (written, spoken, sung) in only one language, or predominantly in one language, use the source in that language.

2) If the item contains both a translation and the original words, use the source in the original language unless translation is known to be the purpose of the publication, in which case use the source in the language of the translation.

3) If the item is a bilingual dictionary, use the source in the language of the readers for whom the dictionary appears to be intended.

4) If the item contains material in two or more languages and is not covered by 1)-3) above, or is an item without words (or chiefly without words), use the source in the official language of the corporate body that issued the item if the body has only one official language, or the source in the official language of the country in which the corporate body that issued the item is located if the body's official language is unknown and the country has only one official language. (Note: "corporate body" includes commercial publishers.)

5) If the item is not covered by 1)-4) above, use the source in the language or script that occurs first in the list given in rule 1.0H4)c).

1.1B10. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2:

1.1B10. If the chief source of information bears both a collective title and the titles of individual works, give the collective title as the title proper and give the titles of the individual works in a contents note (see 1.7B18).

Three notable stories
Note: Contents: Love and peril / the Marquis of Lorne — To be or not to be / Mrs. Alexander — The melancholy hussar / Thomas Hardy

Six Renoir drawings
Note: Contents: La danse à la campagne — Les deux baigneuses — Pierre Renoir — Enfants jouant à la balle — Baigneuse assise — Étude d'une enfant

1.1G2. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved a change in punctuation of the first example in rule 1.1G2 in the printed test of AACR 2. The example should read:

Clock symphony : no. 101 ; Surprise symphony : no. 94 [GMD] / Haydn

Punctuation

The final sentence of this rule specifies that two spaces are to follow a period. Instead, see the rule interpretation for 1.0C and apply that, which means following the period with one space.

Other Title Information

If a single statement of other title information applies to all the titles listed, record it after all the titles if all the titles are by the same person(s) or body (bodies). Precede the statement by a space-colon-space. Otherwise, record it in a note.

source: Party party // Girlfriends // two short novels by // Ronni Sandroff
title ... area: Party party ; Girlfriends : two short novels / by Ronni Sandroff

source: Henry Esmond // Thackeray // Bleak House // Dickens // Two novels
title ... area: Henry Esmond / Thackeray. Bleak House / Dickens
note area: "Two novels."

Statements of Responsibility

If a single subsequent statement of responsibility applies to all the titles listed, record it after the final first statement of responsibility if possible. Precede the subsequent statement by a space-semicolon-space.

History of the elementary school contest in England / Francis Adams. The struggle for national education / John Morley ; [both] edited, with an introduction, by Asa Briggs

Multiple Sources

If a single part item contains two or more different works and is issued with no single chief source of information, record the titles of the works in the order in which they appear in the item. (If it is not possible to say which work is first, second, etc., transcribe them in English alphabetical order.) Treat the multiple sources as a single chief source.

20 cuentos peruanos ; 50 poemas peruanos / selección y notas de Víctor Soracel

For materials such as books that normally confine the source for the title and statement of responsibility area to one location within the item, make a note to explain the situation when the paragraph above is applicable (e.g., "No collective t.p. Titles transcribed from individual title pages.").

1.4BB. [Rev.]. Multiple Publishers, etc.

When two entities performing the same or different functions are named, record both. If three or more are involved, record the first and subsequently named entity that is the only one located in the U.S. or is the one that is given prominence by typography as the principal publishers, etc. Record also a subsequently named entity whenever an added entry for it needs to be justified.

When recording the names or two or more publishers, distributors, etc., and the names appear together in the item in a single statement that connects them linguistically, generally give them in a single statement rather than separating them with a space-colon-space. However, if the names need to be transcribed after different places, give each entity in a separate publisher statement in the publication, etc., area.

New York : Foremost Americans Pub. Corp. for Bowker

London : National Council for Educational Technology with the Library Association

London : Bodley Head for Mackays

but New York : Garland ; Paris : Fondation Le Corbusier
(source: Garland Publishing, Inc., New York and London, and Fondation Le Corbusier, Paris)

Note that if the entities are located in different places, it does not necessarily mean that the item was published, distributed, etc., in those places. Record as places of publication, etc., only the locations of the entities that are actually publishing, distributing, releasing, etc., the item. However, names of places rejected for giving as places of publication, etc., may be retained in the publisher statement if they appear in conjunction with the names of the entities being recorded there.

Riberalta, Bolivia : Publicado por el Instituto Lingüístico de Verano en colaboración con el Ministerio de Educación y Cultura

Toronto ; Buffalo : Published for the Glenbow-Alberta Institute, Calgary, Alta., by University of Toronto Press

Rio de Janeiro : Livraria Editora Cátedra em convênio com o Instituto Nacional do Livro, Ministerio da Educação e Cultura, Brasília

London : Published by Mechanical Engineering Publications Ltd. for the Institute of Tribology, Leeds University, and the Institut national des sciences appliquées, Lyon

If the names of two or more entities appear in separate statements on the item, do not routinely give in the publication, etc., area the entities that are not involved with the publication, distribution, etc., of the item. Generally give them in a quoted noted instead.

foot of t.p.: George Godwin, London and New York
middle of t.p.: Published in association with the Plastics and Rubber Institute
transcription: London ; New York : Godwin
note area: "Published in association with the Plastics and Rubber Institute."

foot of t.p.: The University of Tennessee Press, Knoxville
middle of t.p.: Published in cooperation with the Tennessee Historical Commission
transcription: Knoxville : University of Tennessee Press

note area: "Published in cooperation with the Tennessee Historical Commission."

foot of t.p.: Publication of the Hawaii Natural History Association
at head of title: Published in cooperation with the National Park Service
transcription: [Honolulu] : Hawaii Natural History Association
note area: "Published in cooperation with the National Park Service."

but

foot of t.p.: Alfred A. Knopf, New York
verso of t.p.: Distributed by Random House, Inc., New York
transcription: New York : Knopf : Distributed by Random House

In the third paragraph of 1.4B8 the term "secondary position" means anywhere in the item.

t.p.: Chapman & Hall Limited London
verso of t.p.: Springer Verlag Berlin Heidelberg New York
transcription: London : Chapman & Hall ; Berlin ; New York : Springer

Do not transcribe secondary information that is about an edition separate from the one being cataloged.

t.p.: Hodder & Stoughton
verso of t.p.: Published in USA by David McKay Company, Inc.
transcription: London : Hodder & Soughton

If the source used for the title paper has on it a "general" name that is shared by associated companies or by parent and branch companies and the specific firm names appear in a secondary position, generally assume that the first of these names represents the publisher of the item and combine that firm's name with the "general" name. If this place is not in the U.S. and a U.S. place is coupled with one of the other firm names, add this place to the "general" name also.

t.p.: Pitman Publishing
verso of t.p.: Sir Isaac Pitman and Sons Ltd.
Pitman House, Parker Street,
Kingsway, London WC2B 5PB
P.O. Box 46038, Banda Street
Nairobi, Kenya

Pitman Publishing Pty. Ltd.
Pitman House, 158 Bouverie Street,
Carlton, Victoria 3053, Australia

Pitman Publishing Corporation
6 East 43rd Street
New York, NY 10017, USA

transcription: London : New York, NY : Pitman Publishing

t.p.: Sir Isaac Pitman & Sons, Ltd.
verso of t.p.: Sir Isaac Pitman & Sons Ltd
London, Bath, Carlton, Melbourne,
Johannesburg

Associated Companies
Pitman Medical Publishing Company Ltd.
46 Charlotte Street, London
Pitman Publishing Corporation
20 East 46 Street, New York, NY
11105

Sir Isaac Pitman & Sons (Canada)
Ltd.
381-383 Church Street, Toronto

Transcription: London ; 1. Pitman

Distributors

If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, record the distributor in the publication, etc., area. (Ignore the distributors given only on the dust jacket.) Record the name of the distributor if it differs in form from the name of the publisher even though both belong to the same entity. Exceptions: 1) Do not record those distributors who are remaindering an edition, who are secondhand dealers, or who act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it. 2) If distribution is dispersed for the edition (i.e., it is divided between publisher and distributor(s) or between distributor and distributor, with one distributing in one area and the other distributing in another area), give only the distributor who distributes the edition in the U.S. If, in the case of dispersed distribution, there is no distributor for the U.S., give the first-named distributor only when there is no publisher.

For items from the United States Government Printing Office (GPO), retain the statement that an item is for sale by the Superintendent of Documents since only a portion of GPO's items is distributed in that manner.

Government Printers

When a government printer or government printing office is named on the item and there is no evidence that its functions are not that of a publisher or distributor, record it as the publisher. If, however, another body also appears on the item and the government printing office is named only in a less prominent position unaccompanied by a statement of printing or distribution, the likelihood is greater that it functions only as printer and that the body is the publisher.

University Presses

Consider university presses as publishers unless there is clear evidence to the contrary.

Privately Printed Works

For cataloging purposes, treat privately printed works as published works even if they have been distributed only to a very limited group (e.g., a keepsake for dinner guests or a Christmas greeting for friends). Treat the person or body issuing the item, whether a commercial publisher, a private press, or a person or group for whom it may have been printed, as the publisher. If it is stated in the item that it has been privately print, this fact may be expres-

sed in a note, usually quoted. (Note: Private presses should be considered publishers of the items they print if there is no evidence to the contrary in the item or in reference sources consulted.)

Publisher Not Named

For an item that does not name a publisher in imprint position but a corporate body is named at head of title, regard the corporate body named at head of title as the publisher. Transpose its name to publisher position in the publication, etc., area unless the item contains information indicating that the corporate body is not the publisher or casting doubt on this assumption. (If the body has been recorded in the title and statement of responsibility area, apply 1.4D2).

If the item does not name a publisher, in the absence of evidence to the contrary, assume that the copyright holder named in the copyright statement is the publisher if it is a corporate body known as a publishing entity. Consider other corporate bodies as well as persons named only as copyright holders as publishers only if the particular case makes the inference very plausible. When recording, as publisher, an entity that is named only in a copyright statement, do not bracket the name if the copyright statement appears in a prescribed source for the publication, etc., area.

1.6G. **Numbering within series.** [Rev.]. Record the series numbering, in the terms given in the item, after the series title to which it relates. If there is no abbreviation for the term, give only the number if the term is long. If the numbering is grammatically integrated with the title proper of the series, record it as it appears in the source. Always record series numbering in the access point in its prescribed position. Note that ordinal numbers are recorded in access points as ordinal numbers; they are not converted to cardinal numbers.

series area: (The Twenty-sixth L. Ray Buckendale lecture)
series authority record: L. Ray Buckendale lecture.
series tracing: Series: L. Ray Buckendale lecture ; 26th.

series area: (31. tom Biblioteki SIB)
series authority record: Biblioteka SIB.
series tracing: Series: Biblioteka SIB ; 31. t.

When formulating a series heading for a series that includes in the title proper a date or numbering that varies from issue to issue, follow 12.1B6.

series area: (Contribution no. 9 of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.)
series authority record: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.
series tracing: Series: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S. ; no. 9.

Series with More Than One System of Designation

Consider a series to have more than one numeric system of designation only if there is a one-to-one relationship between each numeric system and the item itself. Generally, record all separate systems of numeric designations in the series statement,[1/] separating

[1/]Omit the additional numbering designation(s) if given in overly complicated or lengthy statement(s) and give the information in a note instead.

each designation with space-equals sign-space. In the series tracing, however, transcribe only one of the systems. (To accomplish this, trace the series explicitly.)

source: Band 6 Nummer 2 3. Jahrgang Nummer 32
series statement: ; Bd. 6, Nr. 2 = Nr. 32
(not: ; Bd. 6, Nr. 2 = 3. Jahrg. = Nr. 32)
tracing: ; Bd. 6, Nr. 2

but

source: neue Folge Band 51 [1/] Nummer 237
series statement: ; n. F., Bd. 51, Nr. 237
tracing: ; n. F., Nr. 237

source: neue Folge 52. Heft Der ganzen Reihe 70. Heft
series statement: ; n. F., 52. Heft = der ganzen Reihe 70. Heft
tracing: n. F., 52. Heft

source: new series 5 (94) [2/]
series statement: ; new ser., 5 = 94
tracing: new ser., 5

but

source: vyp. 76 (157) [3/]
series statement: ; vyp. 76 (157)
tracing: ; vyp. 76

When an item is further identified by a chronological designation, add this designation in the series statement but omit it in the tracing

source: volume 3 part 2 September 1981
series statement: ; v. 3, pt. 2 (Sept. 1981)
tracing: ; v. 3, pt. 2

Do not construe the date of publication, distribution, etc., as constituting a part of series numbering.

Series Numbering Consisting of Partial Indication of a Year and a Sequential Number Within a Year

If the number consists of a full or partial indication of a year and a sequential number within that year and the year does not appear first, to achieve proper filing order rearrange the number in the series tracing so that the indication of the year appears first, followed by the sequential numbering.

source: 1-1979
series statement: ; 1-1979
tracing: ; 1979-1

but:

source: 79/1
series statement: ; 79/1
tracing: ; 79/1

[1/] Although a volume is composed of several items, each item within the volume is identified by a consecutive numbering only.
[2/] That is, new series 5, whole series 94.

[3/] Numbered also in continuation of the superseded publication.

Note that when the situation exemplified by the first example is applicable, the series will always have to be traced explicitly.

Numbering Combined with One or More Letters

If the number is combined with one or more letters, generally transcribe and trace the letter(s) as part of the numbering unless the letter(s) precede the numbering and the letter(s) vary within the same series. In such cases include the letter(s) in the series statement but omit them from the tracing. If the letter or letters are to be omitted from the tracing, trace the series explicitly.

source: E-041
series statement: ; E-041
tracing: ; 041 (the numbering of this series is preceded variously by the letters B, E, G, GA, etc.)

Parallel Titles and Numbers

If parallel titles are being recorded and the numbering appears in two or more languages, record each number after the title to which it relates. If the number appears only once, record it after the title it linguistically matches or after the last title if it matches all, more than one, or none of the titles.

series statement: (Hanbuch der technischen Dokumentation und Bibliographie ; Bd. 10 = Handbook of technical documentation and bibliography ; v. 10)
series authority record: Handbuch der technischen Dokumentation und Bibliographie.
series tracing: Series: Handbuch der technischen Dokumentation und Bibliographie ; Bd. 10.

series statement: (Tutkimuksia, ISSN 0355-2071 ; n:o 56 = Undersokningar = Studies)
series authority record: Tutkimuksia (Finland. Tilastokeskus)
series tracing: Tutkimuksia (Finland. Tilastokeskus) ; n:o 56.

series statement: (Studies presented to the International Commission for the History of Representataive and Parliamentary Institutions = Etudes présentées à la Commission internationale pour l'historie des assemblées d'états ; 39)
series authority record: Etudes présentées à la Commission internationale pour l'histoire des assemblées d'états. [Cf. 12.0B1]
series tracing: Series: Etudes présentées à la Commission internationale pour l'histoire des assemblées d'états ; 39.

1.7A4. Notes citing other editions and works. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the final paragraph under rule 1.7A4 in the printed text of AACR 2:

> **Notes relating to items reproduced.** In describing an item which is a reproduction of another (e.g., a text reproduced in microform; a manuscript reproduced in book form; a set of maps reproduced as slides), give the notes relating to the reproduction and then the notes relating to the original. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

Form of Citation

In citing a serial in a note on a bibliographic record for a serial, apply LCRI 12.7B. In other situations, when citing another work or another manifestation of the same work, in general give the uniform title for the work if one has been assigned to it. Otherwise, give its title proper.

Translation of: Odyssey
not Translation of: Odysseia

If the work being cited is entered under a name heading that differs from the main entry heading on the work being cataloged and the difference is not apparent from information given in the body of the entry, add the name after the title (uniform title or title proper). Use the name in the form that appears in whatever source is at hand. (For personal names, approximate the form required by 22.1-22.3 if there is no source at hand or if the form in the source at hand is unsatisfactory for any reason.) Separate the name from the title by a space-slash-space.

Adaptation of: Kipps / H.G. Wells.

Rev. ed. of: Guide to reference books / Constance M. Winchell. 8th ed. 1967.

Continues: General catalogue of printed books. Five year supplement, 1966-1970 / British Museum.

Notes Citing Other Editions and Works

When a revised edition (other than a revised translation, cf. 25.2B) of a work is being cataloged and

a) it has a different title from that of the previous edition,

or

b) it has a different choice of entry from that of the previous edition (for reasons other than the change to AACR 2), e.g., 21.12B,

link the new edition with the immediately preceding edition[1]/ by using AACR 2 style for connecting notes on both AACR 2 and non-AACR 2 records.

1) Title change only. If the title has changed since the previous edition but the choice of entry remains the same, connect the two editions with reciprocal notes. However, if the earlier edition is a pre-1981 non-MARC record, do not add a note to it. The following pattern is suggested for the reciprocal notes:

for the new edition: Rev. [enl., updated, etc.] ed. of:
[Title proper. Edition statement. Date].
for the previous edition: Rev [enl., updated etc.] ed. published as:
[Title proper. Edition statement. Date].

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[1]/If the immediately preceding edition is not in LC's collections, make the connection to the most recent edition in the collection. If no previous edition is in LC, use any information available in the item being cataloged to construct a note or added entry, but do not ordinarily do further research to establish details about the earlier edition.

Do not include the place or name of the publisher in such notes unless needed for identification (e.g., to distinguish between two versions published in the same year).

Rev. ed. of: 33 1/3 & 45 extended play record album price guide. 1st ed. c1977.
Rev. ed. published as: Record albums, 1948-1978. 2nd ed. c1978.

Rev. ed. of: Spanish for hospital personnel. [1974]
Rev. ed. published as: Spanish, practical communication for health professionals. 1981.

Note that the wording of the introductory phrase may vary depending on the situation and the presentation of the information in the text.

2) Choice of entry change. If the choice of entry has changed since the previous edition, make a note on the record for the latter edition to link it to the previous edition. Also, make a related work added entry in the record for the later edition for the earlier edition; do not make an added entry in the record for the earlier edition. Always make the added entry in the record for the later edition according to the correct AACR 2 choice of entry and form of heading, as well as form of title proper or uniform title (cf. LCRI 21.30G).

Use the form of note suggested under 1) above, where the title changes or remains the same, and add the first statement of responsibility.

Rev. ed. of: Guide to reference books / Constance M. Winchell. 8th ed. 1967.

Note that if the new edition has a different choice of entry solely because of the change in cataloging rules (i.e., the earlier edition, if recataloged, would also have the same choice of entry), do not make a note or an added entry in the record for the new edition.

pre-1981: Smith, John Henderson, comp.
Readings in American history,
compiled by J. H. Smith ... 1972

rev. ed., 1981: Readings in American history / compiled by J. H. Smith. — Rev. ed. — ... 1981.

In the above examples, the correct AACR 2 choice of entry for the 1972 edition would be the same as that for the 1981 edition, and therefore, the connecting note and added entry are not needed.

1.7B4. [Rev.].

Variant Titles

A note may be essential to show a variation from the chief source title appearing elsewhere in the item. Although the source may contain more than one title, record in a note only the needed variant title, not titles already given in the description. (Always include in the note the source of the variant.)

Binders' Titles

If a binder's title varies significantly from the title proper of the item (cf. 21.2A), record it in a note and make an added entry for it. If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), give only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., "LC copy has binder's title:..." In case of doubt, do not assume that the item was bound only for LC.

Nonroman Records

For languages that are not romanized, the Library of Congress observes the following practices:

1) Entries filed, or subfiled, under uniform title

Entries that have a uniform title also bear a "Title romanized" note that contains a romanization of the title proper. Place the note in the note area. Trace the title explicitly if an added entry for it is being made (cf. 21.30J). (A "title romanized" note is made even if the title proper of the item is identical to the uniform title.)

2) Entries filed, or subfiled, under publication title

On bibliographic records for which no uniform title is appropriate, entries under a name heading show the romanized title proper printed within parentheses under the heading; the "Title romanized" note is omitted. For items entered under title proper, the romanized title proper is enclosed within parentheses and printed in boldface as a hanging indention; the nonroman item title appears under this as another hanging indention beginning on a separate line. Exception for writing systems that read from right to left: For title entries the romanized title begins at the left margin, i.e., where each nonroman line in the body of the entry ends; the nonroman item title appears as a hanging indention beginning at the right margin.

3) Length of title romanized

When romanizing a title proper, generally romanize the whole title proper (including an alternative title). However, 1.1B4 does provide for a shortening technique, necessary in cases of "long" titles. A "long" title should be understood as a title that is "too long," with a more precise understanding of this extreme length left to the judgment of the cataloger. Keep in mind that a general shortening is not what the rule suggests. Normally, as already stated, romanize the entire title proper. The rule provides a technique for use after the cataloger has felt a need for it. Note that in applying the technique, words omitted must always be at the end, never before the sixth word nor somewhere in the middle, and the part preceding the omission must be a phrase that will stand alone. Abridge the title romanization and the transcription of the nonroman title proper to the same extent. Show the omission by the use of three dots in the body of the entry but not in the title romanization.

4) Items without a collective title

If the item lacks a collective tile, romanize all the titles to the first recorded other title information or the first recorded statement of responsibility, whichever occurs first (cf. LCRI 21.30J). (These provisions are applicable even if no added entry is being made for the title of the item and without regard to the uniform title that may be assigned to the record.)

5) Corrected titles (cf. 1.0F)

a) Titles corrected by "[i.e. ...]" or "[sic]." If the nonroman title being romanized has been corrected in the nonroman transcription by the "[i.e. ...]" or "[sic]" technique, romanize the title in this form, i.e., romanize the title that appears on the item and include it"[i.e. ...]" or "[sic]." (If an added entry is needed, make one added entry for the title romanized with the "[i.e. ...]" or "[sic]" and another added entry for the romanized form of the title as though it had appeared correctly. Trace the titles explicitly except trace as "Title"-period the title containing "[i.e. ...]" or "[sic]" when it appears within parentheses according to 2) above.)

b) Titles corrected by bracketing missing letters. If the nonroman title being romanized has been corrected in the nonroman transcription by supplying in brackets a missing letter or letters, romanize the title in this form, i.e., romanize the title with the brackets and the supplied letter or letters. (If an added entry is needed, make one added entry for the title romanized with the brackets and the supplied letter or letters and another added entry for the romanized form of the title as it appears on the item. Trace the titles explicitly except trace as "Title"-period the title containing the brackets and the supplied letter or letters when it appears within parenthese according to 2) above.)

1.7B12. **Series.** [Rev.]. Apply this directive to analytics of both multipart monographs and monographic series. If the series statement transcribed in the series area is recorded in a nonroman script and is not traced, give the romanization of the series statement, but not its number, as a note in the following form:

Series romanized: Ta chung wen k'u.

If multiple nonroman script series are involved, use the form shown in the following examples:

Series 1 romanized : [romanization] . Series 2 romanized : [romanization].

Series 2 romanized: [romanization].
(In this case, series 1 is traced)

Note: If the statement being romanized begins with an article (definite or indefinite) and is in the nominative case (for inflected languages), omit the article.

1.7B22. **Combined notes (see 1.7A4) relating to the original.** [New].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2:

1.7B22. **Combined notes (see 1.7A4) relating to the original**

Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass. : [s.n.], 1876 (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm.

1.11F. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the first sentence of rule 1.1F in the printed text of AACR 2:

(See Also 1.7A4 as revised)

2.1B12. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of rule 2.1B2 in the printed text of AACR 2. (Its provisions are covered by rule 1.1B10.)

2.1F2. [New.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of rule 2.1F12 from the printed text of AACR 2. (Its provisions are covered by rule 1.1F2.)

2.7B4. Variations in title. [New].

If the variant title being recorded in a note appears in a source that meets the criteria for an added title page, record the note as "Title on added t.p." followed by a colon-space and the title. If the variant title appears in another source, specify its location (e.g., "Title on p. [4] of cover:"). There is no situation for which the notes "Added title." or "Added title:" or "Added t.p.:" are appropriate.

If a title in another language appears on the verso of the title page, ignore it unless the verso is an added title page or there is text in that language. (Exception: Add the note if the body of the entry is in Hebrew script and the title on the title page verso is in English.) If the verso is an added title page, or if there text in the language of the title, record the title in a note and make an added entry for it.

2.7B7. Edition and history. [Rev.]

Reprint Editions

This interpretation is for new editions that are merely photographic reprints by a different publisher; generally it does not apply to belles lettres or to reissues of classics. For items within scope, make notes of the types shown below to give information about the original publication. Do not search reference sources solely to discover information about the original; take the information from the reprint being cataloged or from existing bibliographic records. In the note, always give the date of the original edition even if it is the same as the copyright date record in the publication, etc., area. For non-Gregorian dates, give only Gregorian equivalents in the note. However, if the Gregorian date cannot be converted to a single Gregorian date, give both non-Gregorian and Gregorian dates.

Reprint. Originally published: Boston :
Houghton, Mifflin, 1910.
(This shows the minimum contents of the note; if there is any difference in one of the three imprint elements, give all three of the original as illustrated)

Reprint. Originally published: Boston ; Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3)

(Expand the basic note to include the series of the original if known)

Reprint. Originally published: 3rd ed. Boston : Houghton Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3)

(Also include the edition statement when it is significant in the particular case)

Reprint. Originally published: 3rd ed. Boston : Houghton, Mifflin, 1910 . (Studies in Asian languages and literatures ; no. 3) With new introd.

(If a new introduction has been added, but a statement about it does not appear in the body of the entry, include this information as illustrated)

Reprint. Originally published: The Hakka language and literature of Southern China. 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3) With new introd.

(If the title has changed, incorporate it in the note too)

Reprint. Originally published: 1910.

(If the name of the original publisher is unknown, give only the date.)

If there is any question about whether a new edition is a reprint or not (make a quick decision in all cases), treat it as such for the purpose of making these notes. In this case, however, omit the introductory word "Reprint" and begin the note instead with the next phrase "Originally published:"

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there are more than three, make a single note, generalizing the information; however, specifically mention the span of publication dates.

Reprint (1st work). Originally published: ...
Reprint (2nd work). Originally published: ...
Reprint (3rd work). Originally published: ...

(Two or three works)

Reprint of works originally published 1910-1934.

(More than three works)

The purpose of this note is 1) to date the writing of the text approximately and 2) to give a more bibliographically significant imprint than that shown in the publication, distribution, etc., area. Thus an earlier imprint that is itself a reprint of no significance and should be ignored. Situations will arise, however, when the cataloger, after excluding any earlier reprints, will not feel comfortable in using the phrase "Originally published"; e.g., there may be a still earlier

imprint that was not discovered (and no special searching may be done). In these situations, use "Previously published" rather than "Originally published."

CIP Cataloging

When the front matter and data sheet supplied do not make it clear whether a photographic reprint is involved,but one sees it as a reasonable possibility, make the note anyway. Note that regardless of appearances do not consider as "photographic reprints" cases of approximately simultaneous publication as

1) the republication is one in paper and the original is a hardback;

2) the republication is an American edition of a British edition or vice-versa.

Limited Editions

Give limited edition statements, preferably in quoted form, for editions of 500 copies or less. If the statement cannot be quoted, phrase it so that the number does not come first (to avoid spelling out the number; cf. Appendix C.3).

"250 copies printed"--T.p. verso
Limited edition of 250 copies.
not Two hundred and fifty copies printed.

When the statement of limitation includes the unique number of the copy being cataloged, give only the statement of limitation here. Give the copy number (introduced by the phrase "LC has copy") as a copy-specific note (cf. LCRI 1.7B20).

"Special edition of 200 copies on handmade paper"--
Colophon.
(Edition note)
LC has copy no. 20, signed by author.
(Copy-specific note)

Limited edition of 300 copies.
(Edition note)
LC has copy no. 145.
(Copy-specific note)

2.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the third example in rule 2.7B12 in the printed text of AACR 2.

2.7B14. Audience. [Rev]. Give a note naming the intended audience for, or intellectual level of, a work only when the information can be quoted from the publication. (Ignore information given on CIP prepublication data sheets.)

3.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the first example in rule 3.7B12 in the printed text of AACR 2.

5.1B1. [New]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following substitution for rules 5.11B1 and 5.1B2 in the printed text of AACR 2:

5.1B1. Record the title proper as instructed in 1.1B. If a title consists of the name(s) of one or more types of composition and one or more of the following statements--medium of performance, key, date of composition, and/number--record those elements as the title proper.

Rhapsody
Songs & folk music
Violin-Sonaten 1, 2, 3
String quartet 5
Sonate en ré majeur, opus 3, pour violin
Scherzo for two pianos, four hands
Symphony no. 3, A major, opus 56
String quintet no. 1, A major, op. 18
Zwei Praeludien und Fugen für Orgel, op. posth. 7
Musik für Saiteninstrumente, Schlagzeug und Celesta
Două piese pentru Orchestră
Prelude and fugue in A minor
Sinfonia I (1970)
VIII. Symphonie c-Moll

In all other cases, treat statements of medium of performance key, date of composition, and number as other title information (see 5.1E).

Die Meistersinger von Nürnberg
Sinfonia mazedonia
Little suite
Easter fresco
Georgia moon
Gigi
3 D.H. Lawrence love poems
Hymne à la joie
Charles Aznavour présente ses plus grands succès
The vocal score and libretto of The merry widow
The Beatles song book
1952 electronic tape music

In case of doubt, treat statements of medium of performance, key, date of composition, and number as part of the title proper.

[The following was formerly LCRI 5.1B2]

Serial Numbers

Transcribe as part of the title proper a serial number (whether it appears as arabic or roman numerals or spelled out) which appears in conjunction with the title but without the designation "no." or its equivalent, regardless of the nature of the title.

Antiphony II : variations on a theme of Cavafy
not Antiphony : II : variations on a theme of Cavafy

Parallel Data

Rule 5.1B1 says that a statement of key, etc., is part of the title proper whenever the title otherwise consists only of a generic term. Rule 5.1D1 shows as an example such a title proper repeated completely in parallel titles. Too often, however, the repetition is incomplete, as in the following examples:

Sonate

für Violine und Klavier in h
for Violin and Piano in B

Adopt the following solution: when the title proper begins with a generic term that appears once, while the succeeding elements of key, etc., appear in multiple languages, end the title proper after the first statement of key, etc., and punctuate each of the other statements of key, etc., as elements of other title information (cf. 1.1E):

Sonate für Violine und Klavier in h : violin and piano in B

Then consider a somewhat more complicated example of the same problem such as the following:

Concerto
D-Dur/D Major/Ré Majeur

für Horn und Orchester
for Horn and Orchestra
pour Cor et Orchestre

Adopt the following solution: when the source shows that succeeding statements of key, etc., are broken up rather than showing all the statements in any one language together, transcribe the statements so that all elements in one language are together. Treat the first group of elements in one language as part of the title proper and punctuate each one after the first as an element of other title information. (Note that this means ignoring the implications of 1.1B5 for such a case.) The above case would then be transcribed as

Concerto, D-Dur für Horn und Orchester :
D major, for horn and orchestra : ré majeur,
pour cor et orchestre

Further problems arise when data that are other title information or statements of responsibility are only partially repeated from language to language. For such a problem with a statement of responsibility, rule 1.1F11 provides a solution in the second paragraph ("If it is not practicable...") by saying to give the statement that matches the language of the title proper and to omit the other statement(s).

...[Czech title proper]
Revidoval--Revidiert von Antonín Myslík

... / revidoval Antonín Myslík

There is no comparable "if it is not practicable ..." provision in the rule for other title information, yet the same difficulty of transcription arises with partial repetition of other title information. Nonetheless apply the same idea to other title information.

Sonata a velocità pazzesca
per cembalo for

The transcription would be

Sonata a velocita pazzesca : per cembalo

If no real match in languages is possible, then give the first of the other title information with the statement of responsibility if possible.

Chief source

Gregor Joseph Werner

Concerto per la camera à 4

für for

Violoncello & Piano

Herausgegeben und bearbeitet von Edited and arranged by

Richard Moder

Transcription

Concerto per la camera à 4 : für Violoncello & piano / Gregor Joseph Werner ; herausgegeben und bearbeitet von Richard Moder

5.1B2. Cancel rule interpretation. Covered by LCRI 5.1B1.

6.1B1. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following substitution for the second sentence of rule 6.1B1 in the printed text of AACR 2:

For data to be included in titles proper for music items, see 5.1B1.

8.7B8. **Characteristics of original of art reproduction, poster, postcard, etc.** [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of rule 8.7B8 in the printed text of AACR 2.

8.7B12. **Series.** [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following example to rule 8.7B12 in the printed text of AACR 2:

Series on container:
(Container shows a variant form of the series statement found on the label)

8.7B22 **Notes relating to original.** [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2.

8.7B22. **Notes relating to original.** Give information of the original of a reproduced art work.

Reproduction of: Femme nue en plein air.
1876. 1 art original : oil, col. : 79 x 64 cm.
In Louvre Museum, Paris.

[Note: There is currently no rule 8.7B21.]

11.0B1. **Chief source of information.** [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following as the next to last sentence in rule 11.0B1 in the printed text of AACR 2:

If, however, the title appears in a shortened form on the "header" and appears in a fuller form on the accompanying eye-readable materials or the container, treat the accompanying eye-readable materials or the container as the chief source of information.

11.7B. **Notes.** [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following substitution for rule 11.7B in the printed text of AACR 2:

11.7B. Notes

Make notes as set out in the following subrules and in the order given there.

11.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the first example in rule 11.7B12 in the printed text of AACR 2.

11.7B22. Notes relating to original. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2:

11.7B22. **Notes relating to original.** Give information on the original of a microform item.

Sacred music for one, two, three, or four voices [GMD] : from the works of the most esteemed composers, Italian and English / selected, adapted, and arranged by R.J.J. Stevens. -- New York : New York Public Library Photographic Service, 1980.
1 microfilm reel ; 35 cm.
Reproduction of original: London : Printed for the editor, [1798-1807]. 1 score (3 v.) ; 32 cm.

12.3B1. [New]. The numeric and/or alphabetic designation of the first issue of a serial being recorded in this area should be an identifying designation, i.e., one that is unique to the particular issue of the serial. A numeric and/or alphabetic designation that is exactly the same for more than one issue of the serial is not recorded in this area. It may be given in a note (cf. 12.7B8).

12.3C4. [New]. When the number on a serial appears to belong with the date, record the date followed by the number as if both, together, were a single numeric designation.

1982/3-
1981, no. 1-
82-1-

In these cases, record a chronological designation only when one also appears on the publication.

83-2 (Feb. 1983)-

12.7B. **Notes.** [Rev.]. In notes referring to another serial (linking notes), use the title or heading-title under which the serial would be entered according to AACR 2. Do this even when the other serial is represented in the catalog by a pre-AACR 2 entry or is not represented in the catalog at all.

Note: If the serial referred to is represented by a pre-AACR 2 MARC serial record, the MARC serial record will be changed to the AACR 2 choice of entry and form of heading and a linking note, if appropriate, will be added. If the serial referred to is represented by a pre-AACR 2 non-MARC record no additions or changes will be made to that record.

When it is known that data in a note do not apply to all issues of a serial, give in the note (usually following the data) the chronological designations of the first and last issues to which they do apply. If the serial does not carry chronological designations by which the issues can be identified, give instead the numeric designations of the first and last issues to which the data apply.

Numeric or chronological designations as given in these notes may be condensed to whatever extent is possible without distorting the clarity of the statement or making it unclear which actual issues carried the data given.

Designations	Condense to
enero 1980-dic. 1981	1980-1981
märts 1980-dets. 1981	märts 1980-1981
Jan. 15, 1981-Feb.10, 1983	1981-Feb. 10, 1983
v. 1, no. 1-v. 3, no. 12	v. 1-3
No. 27-no. 32	no. 27-32
1982, no. 1-1983, no. 12	1982-1983 (not 1982-83)

In any case of doubt as to whether the note will be clear with condensed designations, do not condense the designations.

12.7B12. **Series.** [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the first sentence and the first example in rule 12.7B12 in the printed text of AACR 2.

12.7B22. **Item described.** [New]. In the "Description based on" note give the numeric and/or chronological designation of the issue cited in the form that is would be given if the piece were the first issue of the serial and the numeric and/or chronological designation were being recorded in area 3. However, if there is more than one numeric designation, give only the one that would have appeared first in area 3. Do not use brackets in this note to indicate either that the designation was supplied or that it came from other than a prescribed source for area 3.

21.0D. Optional Addition. **Designation of function.** [New].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following as the final paragraph in rule 21.0D in printed text of AACR 2:

> In specialist or archival cataloguing, when desirable for identification or file arrangement, add designations from standard lists appropriate to the material being cataloged.

Option Decision

Do not apply the option. Exception: "Ill." will be added to the headings for illustrators occurring in added entries on bibliographic records in the Library's annotated cards (AC) series.

21.1B1. Definition. [Rev.]. Conferences

Include in the definition of a conference in footnote 1 any named meeting that is entered directly under its own name and any named meeting that is entered subordinately to a heading for a corporate body.

When determining whether a conference has a name, cases arise that exhibit conflicting evidence insofar as two of the criteria in the definition of a corporate body are concerned: capitalization and the definite article. When the phrase is in a language that normally capitalizes each word of a name, even in running text, consider a capitalized phrase a name even if it is preceded by an indefinite article. (This statement cannot apply to other languages.)

named: In July of 1977 a Conference on Management Techniques in Libraries was held ...

unnamed: Late last year the Retail Manufacturers Association of the Greater Houston area sponsored the national conference on losses by theft at the ...

Another important point to bear in mind when deciding whether a phrase is a name is that the phrase must include a word that connotes a meeting: "symposium," "conferences," "workshop," "congress," "colloquium," etc. (Note: Some notable sequential conferences that lack such a term are exceptionally considered to be named, e.g., Darmstädter Gespräch.)

unnamed: A symposium title "Coal Geology and the Future," sponsored by ...

For a meeting of a corporate body, treat the meeting as named if it consists of a generic term or of a generic term plus one or more of the following elements: the venue of the meeting; number, date or other sequencing element; or the name of the holding body (cf. LCRI 24.13, type 5). (Exception: If a name consisting of one or more of these elements is either 1) a meeting of two or more corporate bodies or 2) a meeting of a committee, commission, board,or similar body (.e.g., a panel, task force, work group), do not treat it as named.

named: Annual Conference of the American Academy of Advertising

First Constitution Convention of the Congress of Industrial Organizations

5th Annual Conference of the Nigerian Political Science Association

Human Factors Society 1979 Annual Meeting

Annual Meeting // Society of Christian Ethics

42nd Annual Scientific Meeting // Committee on Problems of Drug Dependence, Inc.

unnamed: Sixteenth annual United Kingdom Civil Aviation Authority/United States Federal Aviation Administration meeting

Seventh meeting of the Coordinating Committee for the Regional English Language Centre

In general, consider named ad hoc events of the types listed at the top of page 285 to be corporate bodies. However, for art exhibitions, treat as corporate bodies only those that recur under the same name (e.g., Biennale di Venezia, Documenta).

21.1B2. General rule. [Rev.]. In determining whether a work should be entered under the name of a corporate body, the cataloger makes two determinations, keeping in mind that in many instances information appearing only in the content of the work will have to be taken into account in order to ascertain if the second determination particularly applies (cf. 21.0B, last sentence.):

1) Does the work emanate from the corporate body involved? As indicated in footnote 2 to chapter 21, a work emanates from a corporate body if one of the following conditions applies:

a) The corporate body has issued (published) the work. Normally this means that the name of the corporate body appears in a position indicative of publication (e.g., for books, the imprint position) as a formal publication statement.

b) Corporate body A has caused the work to be issued (published). Generally the name of a different body, corporate body B, appears on the chief source of information (cf. above) or elsewhere as a formal publisher statement. Body A has arranged for body B, named as publisher, to issue the work because body A has no facilities for publishing. The arrangement between the two bodies is in some cases explicitly stated, e.g, Published for the Historical Association by Routledge & Paul. In other cases it must be inferred from evidence in the publication. For example, the name of body A at head of title (the name of a commercial publisher appears in publisher position) commonly indicates that body A has caused the item to be issued (published), or, if the work appears in a series for which body A has editorial responsibility but is published by a commercial publisher, body A has caused the work to be issued (published).

c) The corporate body, although the originator of the work, does not meet the test of issuing (publishing) in either category a) or b) above. In this case, body B, which has no responsibility for the content, issues (publishes) a work whose content originates with body A. For example, a work is prepared by corporate body A which functions as a consulting body, commissioned by body B for that purpose; the completed work is published by body B. In this case the content of the work originates with body A although it has no responsibility for publication of the work. A similar situation occurs when a commercial publisher arranges to publish the card catalog of a library in book form. The library has no real responsibility for publication; it has only given permission to the commercial publisher to undertake publication. However, since the content of the catalog

has been prepared by the library's cataloging staff, the content of the publication originates with the library. In all those cases, consider that "originates with" is equivalent to "emanates from."

d) If there is doubt that the work emanates from the corporate body, assume that the corporate body is involved with the work.

2) Does the work fall into one or more of the categories listed in 21.1B2? In answering this question, the following points should be kept in mind:

a) Judge that a work falls into a particular category if that category accounts for the predominant content, or the purpose, of the work. That is, there may be some material that does not fall into one of the categories; that material may be ignored for the purpose of making the determination. For example, a work may contain factual data to support a statement of official position, when the official position is the chief purpose of the work.

b) If there is any doubt as to whether a work falls into one or more of the categories, ignore the involvement of a corporate body in determining the main entry heading and enter it either under personal author or title as appropriate. Make an added entry for the corporate body, however, even if not prominently named.

c) Below are comments on the individual categories of 21.1B2.

Category a. To belong to this category the work must deal with the body itself.

The words "administrative nature" indicate works dealing with the management or conduct of the affairs of the body itself, including works that describe the activities of the body either in general terms or for a particular period of time, e.g., minutes of meetings, reports of activities for a particular period.

Normally, such works are intended in the first instances for internal use, although they may be available to others. Some particularly reports of activities, progress, etc., may be required by superior or related bodies. Other works, particularly general descriptions of objectives or activities, may be generally available for purposes of public relations.

"Internal policy" is limited to policies formulated for the conduct of the affairs of the body itself. For works concerned with policies relating to topics of wider concern to a body, see category c.

In the case of religious denominations and local churches, category a includes works that deal with the organization and government of the denomination or local church, e.g., The Book of Discipline of the United Methodist Church. It also includes liturgical works like the Missal

and the Book of Common Prayer because they present the procedures for celebrating a particular act of worship, a vital part of a denomination's local church's activities.

Category b. It should be pointed out that canon law is included in category b even though not mentioned.

Category c. This category is best characterized by saying that it deals with those works that present official statements of position of a body on matters other than the affairs of the body itself. Note the following points particularly:

i) The body does not have to be a committee or a commission; it may be a department or section of a body, or even the whole body.

ii) The subject on which a position is taken normally bears a close relation to the body's objectives and activities, which may be explicitly or implicitly expressed.

iii) The material dealing with the subject consists primarily of policy statements, recommendations for policy, or opinions; it is never merely a reporting of factors, events, research, investigations, etc.

Below are explanation of the first three examples on page 290, AACR 2.

"Twelfth interim report ..."

The committee, on the basis of studies of the actual conditions, recommends changes. Note that if only a description/analysis of the conditions is published, entry would be under title since the official position of the body is absent.

"Firm action for a fair Britain"

The Conservative Party states its official position on political action that should be taken in Great Britain in 1974.

"Hydrogen sulfide health effects ..."

The official position (recommendations) the Environmental Health Resources Center takes as to what the standards should be is the essence of the publication (for purposes of 21.1B2).

Category d. This category requires little comment, since it may not be applied to any type of body other than those stated. Note that the name of the conference, expedition, etc., must appear prominently (cf. 0.8) in the publication being cataloged in order for the body to be considered as the main entry heading. Note also the emphasis upon the collective aspect of the work. It must deal with the activities of many persons involved in a corporate body covered by the category, not with the activities of a single person.

Category e. This category emphasizes that the responsibility of a performing group must go beyond "mere performance, execution, etc." This means that the group must be responsible to a major degree for the artistic content of the work being performed. A typical example is an acting group that performs by means of improvisation. The group collectively "plans" the drama, that is, determines the broad outline of the plot, the nature of the characters, etc., in the absence of a written dialogue. The development of the drama proceeds entirely on the basis of improvised dialogue. The performance is recorded and it is the recording that is being cataloged.

3) There is no rule comparable to AACR 1 rule 17A-B for making a determination of whether the main entry heading for a work is to be under the name of a person or of a corporate body. When a work emanating from a corporate body bears the name of one or more persons as authors, it is necessary, first of all, to determine if the main entry heading is the name of the corporate body according to the provision of 21.1B2. If the work does not meet the two conditions imposed by 21.1B2, or if there is doubt that it does, it is necessary next to determine if the work may be entered under the heading for a person named, according to the provisions of the appropriate rule, e.g., 21.4A, 21.6. If entry under the name of a person is not permitted, by default the main entry is under title (21.1C3). Make an added entry under the heading for the corporate body if the main entry is under the name of a person or under title.

Rule Change. The Joint Steering Committee for Revision of AACR has approved the addition of category f) to rule 21.1B2 in the printed text of AACR 2 as follows:

f) cartographic materials emanating from a corporate body other than a body that is merely responsible for the publication and distribution of the material

In interpreting this addition use judgment in deciding whether the body is the producer of the work, i.e., take into account such factors as the nature of the body and its cartographic output as well as any special information about the cartography of the particular work.

21.1C. Entry under title. [New]. Add the following case to those listed for entry under title.

or 5) It consists of contributions of more than one kind (textual, graphic, aural, etc.) and the statement of responsibility in the chief source includes a word or phrase denoting the particular contribution of each individual name and such statements of responsibility, by presentation (e.g., typography and position) in the chief source, diminish the importance of the persons named in relation to the title, so that these persons seem to be receiving technical credit only, as opposed to credit for the artistic and intellectual content of the whole item.

Note that this addition does not supersede rule 21.11A, Illustrated texts or rule 21.24, Collaboration between artist and writer. In some cases, it may be necessary to examine the item as well as the chief source to determine the appropriate rule. In this connection note also that the presence of words indicating the particular contribution of each person named is not, in itself, sufficient to justify main entry under title according to this interpretation since some publishers routinely use such words for certain types of publications (e.g., collaborative children's books or French literary works that are illustrated). See the last two examples below.

1) title page: Buenos Aires y sus esculturas

Fotografías de Eduardo Frías y Jorge Salationo.
Textos de Eduardo Baliari ...[and 12 others]
(Statement of responsibility appears near foot of title page in minuscule type)

main entry heading under title

2) title frame: Achieving self-mastery
Producer, director, Jake Mangan
Writer, Norman Field
Consultant, Thomas A. Gell
(Motion picture)

main entry heading under title

3) title page: Beautiful Colorado country

Concept and design, Robert D. Shangle
Text, Paul M. Lewis
(Work consists chiefly of color photographs by photographers who are only named at back of book under "Photo credits")

main entry heading under title

4) title page: Highway safety 1981

page following t.p.: Authors, Gerald P. Balcar, Nicholas D. Nedas, Anita W. Ward; statistics and research, Ann Carr [and 7 others]; produced by Vision Art Studios; illustrations by Anthony Di Lorenzo
(Work consists largely of graphs and charts, with very little continuous text; statements of responsibility are so non-prominent in relation to title that they do not even appear in the same source with the title)

main entry heading under

but

1) title page: The tiger who lost his stripes

Story by Anthony Paul

Pictures by Michael Foreman
(Children's book: a work of collaboration between writer and artist)

main entry under the heading for Paul (21.24)

2) title page: Memory Lane

Recit de Patrick Modiano
Dessins de Pierre Le-Tran
(Work by Modiano, which has been illustrated by Le-Tran

main entry under the heading for Modiano (21.11A)

21.2A. Definition. [New]. Do not consider the title proper of a serial to have changed if

1) the change occurs beyond the first five words

and

2) the change does not change the meaning of the title or indicate a change in the scope (subject coverage) of the publication

and

3) the change might be easily overlooked by someone considering both (or all) manifestations of the title.

Discursos pronunciados por el Comandante en Jefe Fidel Castro Ruz, Primer Secretario del Partido Comunistada Cuba y Primer Ministro del Gobierno Revolucionario, en el trimestre ...

appeared later as

Discursos pronunciados por el Comandante en Jefe Fidel Castro Ruz, Primer Secretario del Comité del Gobierno Revolucionario, en el trimestre ...

In any case of doubt as to whether the change meets all three of the conditions given above, consider that the title proper has changed.

21.4B. Works emanating from a single corporate body. [New].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following examples to rule 21.4B in the printed text of AACR ":

Watford : 2 1/2 inch map / Ordnance Survey
Main entry under the heading for the survey

South America / produced by the Cartographic Division, National Geographic Society
(A map)
Main entry under the heading for the division

Additional Examples

The addition of category f) to rule 21.1B2 also permits works as the following to be entered under the heading for a corporate body:

Maps illustrating development projects, 1973/74- 1975/76 / [drawn and printed by the Department of Surveys]
(An atlas)
Main entry under the heading for the department

Northern Virginia street map / compiled & published by Alexandria Drafting Co.
(An atlas)
Main entry under the heading for the company

21.30J. Titles. [Rev.]

Data Comprising Title Added Entries and Method of Tracing Them

In MARC records title added entries for titles are derived from the title field (tag 245) on the basis of an indicator (value 1 meaning "title traced the same"). The data constituting such a derived title added entry are those of the $a subfield of the title field.[1/] In non-MARC records, title added entries are made on the basis of explicit instructions from the cataloger. For both types of records, indicate a derived title added entry by recording "Title." in the tracing. In most cases the derived title added entry will represent the title proper (for items without a collective title, the derived title added entry represents an arbitrarily determined title access). Indicate the tracing of any other titles by explicitly giving the title to be traced introduced by "Title:" and a space. In both MARC and non-MARC records the extent of the title proper is, for the most part, indicated by the first mark of prescribed punctuation; therefore, use of the standard convention "Title." is sufficient. When this is not the case for MARC records, i.e., for some reason the $a subfield of 245 does not equate to the added entry desired, then the "Title:" technique must be used. (For non-MARC records the same guidelines are used.)

The following three paragraphs describe situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.[2/] For MARC records, a derived title added entry, traced as "Title.", can be made in all cases.

1/ For titles containing a designation of a part ($n subfield) or a part ($p subfield) or both, the derived title added entry also contains the data from these subfields as well.

2/ In the examples, the delimiter (‡) indicates the end of the $a, $n, or $p subfields in the MARC record. It is supplied by the inputter, not the descriptive cataloger.

1) Alternative titles. Include alternative titles in tne added entry for the title proper.

trace as: "Title."

2) Items without a collective title. If the item lacks a collective title, the title proper of the item consists of all the data recorded up to the first recorded other title information or the first recorded statement of responsibility, whichever comes first. If there is neither other title information nor a statement of responsibility, all the data recorded in the title and statement of responsibility area are treated as the title proper of the item.

Title :‡other title information / statement of responsibility. Title : other title information / statement of responsibility. —

trace as: "Title."

Title /‡statement of responsibility. Title / statement of responsibility. —

trace as: "Title."

Title :‡other title information ; Title : other title information / statement of responsibility. —

trace as: "Title."

Title. Title. —

trace as: "Title."

Title ; Title ; Title / ‡statement or responsibility. —

trace as: "Title."

Title ; Title :‡other title information ; Title / statement of responsibility. —

trace as: "Title."

3) Titles proper containing parts or designations of parts. If the title proper contains a part or a designation of a part or both, include these in the title proper added entry.

Main title. Title of part /‡statement of responsibility ...

Main title. Designation of part, Title of part /‡statement of responsibility ...

Guidelines for Making Title Added Entries

The following guidelines represent an attempt to standardize, to a certain extent, practice in giving additional title added entries; they are not meant to be an exhaustive treatment of the question. Situations not addressed here should be left to the cataloger's judgment. When in doubt, it is best to be liberal in assigning additional title added entries.

Note: If the title being traced explicitly in an added entry begins with an article (definite or indefinite) and is in the nominative case (for inflected languages), omit it.

1) General. Make added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are significantly different from the title proper (cf. 21.2A). Be more restrictive about alternative titles, partial titles, caption titles, half titles, running titles, and other title information; added entries for these are generally made only if one of the following is true: 1) the work was also published under the title; 2) the work is cited in reference sources under the title; or 3) the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication.

2) Abbreviations. When an abbreviation occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

Title proper: Messrs. Ives of Bridgeport ...
Title a.e.s: I. Title. II. Title: Messieurs Ives of Bridgeport.

Title proper: Mt. St. Helens ...
Title a.e.s: I. Title. II. Title: Mount Saint Helens.

Title proper: St. Louis blues ...
Title a.e.s: I. Title. II. Title: Saint Louis blues.

but

Title proper: M'Liss and Louie ...
Title a.e.s: I. Title. [spelled-out form of abbreviation unknown]

3) Alternative titles. For MARC records, when a title proper includes an alternative title and the part of the title preceding the word "or" (or its equivalent) consists of three words or less that are filed on, make a title added entry consisting solely of the first part of the title in addition to the added entry for the complete title proper. The purpose of this is to insure that a title search key is formed solely on the first part of the title.

Title proper: Lilith, ou, La mère obscure ...
Title a.e.s: I. Title. II. Title: Lilith.

4) Ampersand. When an ampersand (or other symbol, e.g. +, representing the word "and") occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the word "and" in the language of the title.

Title proper: A & B roads & motorways atlas of Great Britain
...
Title a.e.s: I. Title. II. Title: A and B roads and motorways atlas of Great Britain.

5) Items with and without collective title. If an item containing more than one work or contribution has a collective title, make a title added entry only for the collective title. If the item lacks a collective title, make a title added entry for 1) the title proper of the item (as defined in 2) above); 2) the title of each of the works or contributions recorded in the title and statement of responsibility area. (If the title proper of an item without a collective title consists solely of the title of the first work or contribution, do not make the additional title added entry for this entity.)

6) Comics. When cataloging an item that is about or consists of selections from a comic strip, single panel cartoon, etc., make an added entry for the title of the comic strip, etc., if this title does not also begin the title proper for the item being cataloged. If necessary, justify the added entry by a note.

Trudeau, G. B., 1948-
[Doonesbury. Selections]
Stalking the perfect tan ...

I. Title. II. Title: Doonesbury.

7) Corrected titles (cf. 1.0F).

a) Titles corrected by "[i.e. ...]" and "[sic]." If the title proper has been corrected by the "[i.e. ...]" or "[sic]" technique, make two added entries, one for the title as it is recorded (traced as "Title.") and another for the title in its corrected form.

Title proper: The Paul Anthony Buck [i.e. Brick] lectures ...
Title a.e.s: I. Title. II. Title: Paul Anthony Brick lectures.

(Data in brackets preceded by "i.e." and "[sic]" are not filed on in LC, nor are they included in title search keys in the LC retrieval system.)

b) Titles corrected by bracketing missing letters. If the title proper has been corrected by supplying in brackets a missing letter or letters, make two added entries, one for the title with the brackets and the supplied letter or letters (traced as "Title.") and another for the title as it appears on the item.

Title proper: One day's d[u]ty ...
Title a.e.s: I. Title. II. Title: One day's dty.

8) Initialisms (including acronyms). When an initialism that is given in all capital letters occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, apply the following:

a) With separating punctuation.[1]/ If the initialism has been transcribed with internal separating punctuation, make an additional title added entry in the form without any punctuation.

Title proper: A.-G. Chemie ...
Title a.e.s: I. Title. II. Title: AG Chemie.

b) Without separating punctuation. If the initialism has been transcribed without separating punctuation, make an additional title added entry in the form with periods.

Title proper: ADLIB ...
Title a.e.s: I. Title. II. Title: A.D.L.I.B.

9) Letters. When a series of letters that is not an initialism occurs as one of the first five elements filed on in a title proper or other title for which a title added entry is made, apply the following:

a) With spacing or separating punctuation. If the letters have been transcribed with internal spacing or separating punctuation, make an additional title added entry without any spacing or punctuation if it is thought that some catalog users might expect that the letters would be given in that form in the source.

Title proper: The A-B-C-D of successful college writing ...
Title a.e.s: I. Title. II. Title: ABCD of successful college writing.

Title proper: A i u e o ...
Title a.e.s: I. Title. II. Title: Aiueo.

b) Without spacing or separating punctuation. If the letters have been transcribed without spacing or separating punctuation, make an additional title added entry with spaces if it is thought that some catalog users might expect that the letters would be given in that form in the source.

Title proper: Abc of ocean liners ...
Title a.e.s: I. Title. II. Title: A b c of ocean liners.

10) Numbers. When a number occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry as follows:

---

[1]/ Separating punctuation in LC's system includes the hyphen (-), period (.), and slash (/).

a) Arabic numbers (excluding dates). Make an added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. In spelling out numbers in English, follow the style indicated in section 8.4 of A Manual of Style, University of Chicago Press. For other languages, follow the preferred style of the language.

101 = one hundred one; use also one hundred and one[1/]
425 = four hundred twenty-five, not four hundred and twenty-five
1001 = one thousand one; use also one thousand and one[2/]
1226 = one thousand two hundred twenty-six, not twelve hundred and twenty-six
2500 = twenty five hundred, not two thousand five hundred

Title proper: The 1-2-3 guide to libraries ...
Title a.e.s: I. Title. II. Title: One-two-three guide to libraries.

Title proper: 1a Mostra Toscena/scultura ...
Title a.e.s: I. Title. II. Title: Prima Mostra Toscena/scultura.

Title proper: 3 point 2 and what goes with it ...
Title a.e.s: I. Title. II. Title: 3.2 and what goes with it. III. Title: Three point two and what goes with it.

Title proper: The 3.2 beer law ...
Title a.e.s: I. Title. II. Three-point-two beer law.

Title proper: 3:10 to Yuma ...
Title a.e.s: I. Title. II. Title: Three ten to Yuma.

Title proper: 27 wagons full of cotton ...
Title a.e.s.: I. Title. II. Title: Twenty-seven wagons full of cotton.

but

Title proper: A4D desert speed run ...
Title a.e.: I. Title.

Title proper: 1/3 of an inch of French bread ...
Title a.e.: I. Title.

Title proper: 1/10th hours of 48 hours ...
Title a.e.: I. Title.

1/ An exceptional form provided because of its frequent use.

2/ An exceptional form provided because of its frequent use.

Title proper: 2 1/2 minute talk treasury ...
Title a.e.: I. Title.

Title proper: .300 Vickers machine gun mechanism made easy ...
Title a.e.: I. Title.

Title proper: 003 1/2 ...
Title a.e.: I. Title.

Title proper: 3.1416 and all that ...
Title a.e.: I. Title.

Title proper: The 5"/38 gun ...
Title a.e.: I. Title.

b) Dates.

1)) Dates representing a single year or span of years. Do not make an additional added entry substituting the corresponding spelled-out form for dates written in arabic numerals representing a year or a span of years. If, however, such dates are written in roman numerals, make an additional added entry substituting arabic numerals for the roman numerals.

Title proper: 1915 : revue de guerre en deux actes ...
Title a.e.: I. Title.

Title proper: 1945-1975 Italia ...
Title a.e.: I. Title.

2)) Other dates. If dates other than those representing a single year or a span of years are written in roman numerals, make an additional added entry substituting arabic numerals for the roman numerals. Make an additional added entry substituting the corresponding spelled-out form if it is thought that some users of the catalog might reasonably expect that the form was spelled-out in words in the source. Make this judgment regardless of whether the numerals in the source are arabic or roman.

Title proper: The XXth century citizen's atlas of the world ...
Title a.e.s: I. Title. II. Title: 20th century citizen's atlas of the world. III. Title: Twentieth century citizen's atlas of the world.

Title proper: Le XVIIe & XVIIIe siècles ...
Title a.e.s: I. Title. II. Title: 17e et 18e siècles. III. Title: Dix-septième et dix-huitième siècles.

Title proper: Australian painting, XIX and XX century ...
Title a.e.s: I. Title. II. Title: Australian painting, 19th and 20th centuries. III. Title: Australian painting, nineteenth and twentieth centuries.

Title proper: XX. századi művészet ...
Title a.e.s: I. Title. II. Title: 20. századi művészet. III. Title: Huszadik századi művészet.

Title proper: Arabskie dokumenty IX-XX vv. : Katalog ...
Title a.e.s: I. Title. II. Title: Arabskie dokumenty 9-20-go vv. [no added entry from spelled-out form]

c) Roman numerals (excluding dates). Make an added entry substituting arabic numerals for the roman numerals. Make an additional added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source.

Title proper: World War II small arms ...
Title a.e.s: I. Title. II. Title: World War 2 small arms. III. Title: World War Two small arms.

Title proper: Title XX comprehensive annual services plan ...
Title a.e.s: I. Title. II. Title: Title 20 comprehensive annual services plan. III. Title: Title twenty comprehensive annual services plan.

but

Title proper: Neotropical Microlepidoptera XIX ...
Title a.e.s.: I. Title. II. Title: Neotropical Microlepidoptera 19. [no added entry from spelled-out form]

Title proper: XXV s"ezd KPSS i problemy ideologicheskoĭ bor'by ...
(A title main entry)
Title a.e.s: I. Title: 25-yĭ s"ezd KPSS i problemy ideologicheskoĭ bor'by v stranakh Azii i Afriki. [no added entry from spelled-out form]

d) Spelled-out form. Make an added entry substituting an arabic numeral for the spelled-out form if it is thought that some users of the catalog might reasonably expect that that was the form in the source.

Title proper: The road of a thousand wonders ...
Title a.e.s: I. Title. II. Title: Road of 1000 wonders.

Title proper: A thousand and one facts about Soviet Estonia ...
Title a.e.s: I. Title. II. Title: 1001 facts about Soviet Estonia.

Title proper: Eighty blocks from Tiffany's [motion picture] ...
Title a.e.: I. Title: 80 blocks from Tiffany's.

but

Title proper: Two years before the mast ...
Title a.e.: I. Title.

11) Signs and symbols. When a sign or symbol occurs as one or in one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional added entry substituting the name or a written form for the corresponding sign or symbol if this can be done concisely and if it is thought that some users of the catalog might reasonably expect that the sign/symbol would be given in that form in the source.

Title proper: Transforming #1 ...
Title a.e.s: I. Title. II. Title: Transforming number one.

Title proper: 100% cooperation with the United States ...
Title a.e.s: I. Title. II. Title: One hundred percent cooperation with the United States.

Title proper: The 2¢ window on Wall Street ...
Title a.e.s: I. Title. II. Title: Two dollar window on Wall Street.

Title proper: Poe [illustration of a tree] : a simple introduction to experimental poetry ...
Title a.e.s: I. Title: Poe. II. Title: Poetry. III. Title: Simple introduction to experimental poetry.

but

Title proper: Tables of the error function and its derivative, [reproduction of equations for the functions]
Title a.e.: I. Title.

12) Statement of responsibility. When a title proper begins with a separable statement of responsibility that is omitted from the uniform title (cf. 25.3B), make an additional title added entry for the title without the initial statement of responsibility.

Uniform title: [More beautiful you in 21 days]
Title proper: Eileen Ford's A more beautiful you in 21 days...
Title a.e.s: I. Title. II. Title: More beautiful you in 21 days. III. Title: More beautiful you in twenty one days

13) Title same/similar to heading

a) Same as name heading/name reference. Do not apply the restriction stated in 21.30J1) prohibiting making an added entry for a title proper that is essentially the same as the main entry heading (or essentially the same as a reference leading to the main entry heading) if the heading represents a personal or corporate name.

b) Same as subject heading/subject reference. Do not apply the restriction stated in 21.30J3) prohibiting making an added entry for a title proper that is identical with a subject heading or identical with a direct reference to a subject heading used for the work.

14) Uniform title. Do not make title added entries for uniform titles. There may, however, be instances in which a title added entry is the same as the uniform title (e.g., cf. paragraph 12 above).

15) Other. If a title proper or other title for which an added entry is made contains data within the first five words filed on for which there could be an alternate form that would be filed differently, make an additional title added entry under that form if it is thought that some users of the catalog might reasonably expect that form to be given in the source.

Title proper: Actfive and other poems ...
Title a.e.s: I. Title. II. Title: Act five and other poems.

Limitation on Additional Added Entries for the Same Title

When a single title exemplifies several of the above conditions, it is not necessary to make all the possible added entries; instead, limit the additional title added entries to those judged to be most useful.

Title proper: XX centuries & Mt. St. Helens ...
Title a.e.s: I. Title. II. Title: 20 centuries and Mount Saint Helens. III. Title: Twenty centuries and Mount Saint Helens.

21.30L. Series. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the sixth line from the top of page 325 in the printed text of AACR 2.

Option Decision

Apply the optional provision for adding the numeric, etc., designation of the series, if present in the item, in the series added entry. Give it in the form established on the series authority record.

Series Tracing Guidelines

Rule 21.30L calls for making an added entry under the heading for a series if it provides a useful collocation. Although "useful collocation" is not itself defined, the rule describes two categories of series for which added entries are not considered useful. The intention of this rule, however, is not to require added entries for all types of series except those explicitly excluded, but rather to allow individual institutions to define "useful collocation" in ways appropriate to their collections and users.

Following closely the most recent policy under AACR 1, LC will continue to restrict to some degree the categories of monographic series for which added entries are given. This decision is based on a) the assumption that certain series are of relatively little importance in providing routine access to library materials, and b) the objection of a number of users of LC cataloging products to producing a great quantity of expensive and little-used series added entries for their already overburdened card catalogs. Accordingly the Library will adopt the guidelines set out below.

Guidelines

1) Trace all series in the following categories:

a) those published before the 20th century, including contemporary reprints of the same, without regard to the type of publisher;

b) those entered under a personal author whether these are serials or multipart items, without regard to the type of publisher;

c) those published by any corporate body that is not a commercial publisher. (For this purpose, treat a university press as a noncommerical publisher);

d) those published by small or "alternative" presses, i.e., small printing/publishing firms that, though commercial, are devoted to special causes or to branches of literature, usually without a mass audience.

2) Do not trace series in the following categories:

a) series in which the items are related to each other only by common physical characteristics;

b) series in which the numbering suggests that the parts have been numbered primarily for stock control or to benefit from lower postage rates;

c) series published by a commercial publisher in which the title indicates primarily a literary genre, with or without the name of the publisher. (If, however, the title includes words that significantly narrow the focus of the literary genre or that indicate that the series is intended for a specialized audience (e.g., children), it is not primarily indicative of literary genre and should be traced);

d) series published by a commercial publisher in which the title conveys little or no information about the content, genre, audience, or purpose of the works in the series.

3) Trace also series

a) that fall into both categories 1 and 2 above;

b) in special cases in which the cataloger feels that a useful collocation would be served by creating added entries for the series despite the lack of informative words in the series title;

c) in any case of doubt.

If a series established after January 1, 1981, clearly violates the intentions of the present guidelines, change the series authority record to reflect these provisions and correct any bibliographic records in the MARC database in which the series has been handled under the earlier decision.

Form of Series Added Entry Tracing

If the first series in the series area of the record is to be given an added entry and the series statement and numbering/designation are in exactly the same form as the established series heading and form of numbering/designation, trace the series with the word "Series" followed by a period. If the presence of an initial article or an ISSN is the only difference between the series statement, etc., and the established heading, the word "Series" and a period may still be used for the tracing.

If there is any difference between the series statement, etc., and the established form of the series other than the two mentioned above, trace the series explicitly, using the word "Series" followed by a colon and the established heading and numeration, if any.

If more than one series is to be given an added entry, always trace explicitly series subsequently to the first even if the series statements are in the same form as the heading for the series.

If a series statement for a traced series contains two or more numbers (or the potential for two or more numbers in cases of open entries), proceed as follows with respect to the numbering used in the series added entry:

1) Record for item is closed or is being closed

a) Two or more numbers and they are consecutive. If the series statement contains two or more numbers representing consecutive items in the series, record the numbering in the tracing in the same form as in the series statement.

b) Two or more numbers and they are not consecutive. If the series statement contains two or more numbers representing items in the series that are not consecutive, record in the tracing only the first number, followed by "etc." (without quotation marks and without brackets).

2) Record for item is open

a) First number is permanent. If the first number is a permanent one, record in the tracing that number followed by "etc." (without quotation marks and without brackets) whether subsequent numbers will be consecutive or not. When the record is closed, apply the provisions given in 1 above.

b) First number is not permanent. If the first number is not a permanent one, record the numbering in the tracing in the same form as in the series statement. When the first number becomes available, apply the provisions given above in paragraph 2)a) above. When the record is closed, apply the provisions given in 1) above.

3) Examples

Series statement	Series added entry
(Series ; 13-)	Series ; 13, etc. [until record closed]
(Series ; 13, <18>)	Series ; 13, etc. [until record closed]
(Series ; -5)	Series ; -5. [until first number becomes available or record is closed]
(Series ; 13-<15>)	Series ; 13, etc. [until record closed]
(Series ; <18>)	Series ; <18> [until number becomes available or record is closed]
(Series ; <3>-5)	Series ; <3>-5. [until first number becomes available or record is closed]

22.1. General Rule. [New]. "AACR 2 Compatible" Headings

1) General. All headings newly coded for AACR 2 after August 1982 will be done in accord with AACR 2 and existing LC policy and will be designated "AACR 2" (with one exception). A heading already coded "AACR 2 compatible" will continue to be used in its existing form in post-August 1982 cataloging. A heading for a uniform title coded after August 1982 will be coded "AACR 2 compatible" if it is entered under a name heading that has already been coded "AACR 2 compatible."

Before September 1982, headings were coded "AACR 2 compatible" if they had been established before 1981 and fell into one or more of the categories listed below. (Exceptions to this policy are noted at the end.) Also coded "AACR 2 compatible" were headings for uniform titles established after 1980 that were entered under a name heading that had already been coded "AACR 2 compatible."

2) Categories coded "AACR 2 compatible". The categories of headings that were coded "AACR 2 compatible" were as follows:

a) Hyphens. The existing heading lacked a hyphen between forenames or compound surnames that would be present in the AACR 2 form.

AACR 2 compatible heading: **Dautheville, Anne France.**
(AACR 2 form: Dautheville, Anne-France)

b) "Pseud." The existing heading contained the term "pseud."

AACR 2 compatible heading: **Cecil, Henry, pseud.**
(AACR 2 form: Cecil, Henry)

c) Extraneous forename/initial. The existing heading contained a forename or forename initial that would not be present in the AACR 2 form ("forename" includes any name element that is transcribed in the forename position, e.g., a maiden name, a patronymic).

AACR 2 compatible heading: **Williams, Gordon Willis.**
(AACR 2 form: Williams, Gordon)

d) Forename/initial lacking. The existing heading lacked a forename or forename initial that would be present in the AACR 2 form.

AACR 2 compatible heading: **Capet, Marcel.**
(AACR 2 form: Capet, Marcel F.)

e) Forename instead of initial. The existing heading contained a forename that would be represented by an initial in the AACR 2 form.

AACR 2 compatible heading: **Abrahamson, Max William.**
(AACR 2 form: Abrahamson, Max W. (Max William))

f) Initial instead of forename. The existing heading contained a forename initial that would be represented by a forename in the AACR 2 form.

AACR 2 compatible heading: **Dromgoole, P.H.**
(AACR 2 form: Dromgoole, Philip H. (Philip Henry))

g) Romanization. The existing heading was established in its nonsystematically romanized form according to AACR 1 rules for nonroman names rather than in the systematically romanized form.

AACR 2 compatible heading: **Maitra, Arun.**
(AACR2 form: Maitra, Aruṇa)

h) Unused title. The existing heading contained an unused British title of honor ("Sir," "Dame," "Lord," or "Lady").

AACR 2 compatible heading: **Bryant, Arthur, Sir.**
(AACR 2 form: Bryant, Arthur)

i) "Bp."/"Abp." The existing heading contained the abbreviation "Bp." or "Abp." rather than "Bishop" or "Archbishop."

AACR 2 compatible heading: Ruricius, I, Bp. of Limoges.
(AACR 2 form: Ruricius I, Bishop of Limoges)

j) "(ca.)." The existing heading contained "(ca.)" after the date.

AACR 2 compatible heading: Pann, Anton, 1797 (ca.)-1854.
(AACR 2 form: Pann, Anton, ca. 1797-1854)

k) "fl." The existing heading contained a twentieth century date in the form "fl. [date]."

AACR 2 compatible heading: Nelson, David, fl. 1967-
(AACR 2 form: Nelson, David)

Note: Such a heading is changed if a birth date becomes available.

l) English term of address, etc.. The existing heading contained a term of address, etc., in English rather than in the vernacular form.

AACR 2 compatible heading: Louis Antoine, Father
(AACR 2 form: Louis Antoine, père)

m) Cataloger-supplied place of residence, etc. The existing heading contained an indication of place of residence or field of interest that was supplied by the cataloger to resolve a conflict.

AACR 2 compatible heading: Albrecht, Friedrich, of Leipzig.
(AACR 2 form: Albrecht, Friedrich)

AACR 2 compatible heading: Miller, Jonathan, writer on rapid transit
(AACR 2 form: Miller, Jonathan)

Note: Such a heading is changed if a birth date becomes available.

3) Exceptions to the "AACR 2 compatible" categories listed above were as follows:

a) The existing heading contained the term "pseud." and the person was famous.

b) The existing heading varied from the AACR 2 form in fullness and the person was famous.

c) The existing heading contained a first forename instead of a first forename initial, or the existing heading contained a first forename initial instead of a first forename, and the heading had been used on a bibliographic record containing a U.S. place in the publication, etc., area.

22.1D2. [Rev]. Cancel rule interpretation; covered by LCRI 22.1.

22.2. **Choice Among Different Names.** [Rev.]. Apply this rule to authors who have used both a nickname and the real name (e.g., Jim/James, Penny/Penelope). This will mean testing the case first for a predominant name (22.2A) and then if there is none, selecting the latest form as the AACR 2 heading (22.2B). Note that in some cases the nickname form may be functioning as a pseudonym. If there is definite evidence of this fact, consider also 22.2C3 when no one name is predominant. (Note: If an established heading has already been coded for AACR 2, and a subsequently received item shows a different form in the chief source, defer changing the heading until the different form appears in 60% of the author's work.)

22.2C. **Pseudonyms.** [Rev.]. Cancel rule interpretation; covered by LCRI 22.1.

22.3A. **Fullness.** [Rev.]

If the forms of an author's name vary in fullness from one work to another in the same language and the AACR 2 form for the heading has not yet been determined, apply the following:

1) If the form found on the item being cataloged agrees with the form used for the heading on existing records in the catalog, accept this form as AACR 2. (The "catalog" referred to here is the file against which the cataloging and searching is being done.)

2) If the form found on the item being cataloged does not agree with the form already in use, choose as the AACR 2 form the form found in 60% of the author's works (counting forms appearing in both main and added entries) to be the most commonly found form. (The form found in the chief source of a person's thesis is taken into account when choosing the form to be used in the heading.)

When calculating the 60%, (1) do it quickly and (2) use common sense. This means

1) count the forms if there are no more than approximately 15 records; or

2) if there are more than approximately 15, browse through the file, looking for an obvious case of predominance. If nothing is obvious, sample the file (every 3rd, 5th, 10th, etc., record, depending on the length of the file).

When there is no commonly found form (defined above), choose the fullest form as the AACR 2 form. (When determining the fullest form for a person who uses both forename initials and forenames, make no distinction between initials and forenames,e.g., "B.E.F. Pagen" is fuller than "Bernard Edward Pagen.")

Note: Equating the predominant form or the commonly found form with the form found in 80% of the person's works applies only to 22.3A; no such formula has been assigned to "predominant form" or "commonly found form" in the other rules.

Headings Already Coded "AACR 2" or "AACR 2 Compatible"

If an established heading is already coded "AACR ," and subsequently received items show forms in the chief source that vary in fullness, change the established heading to the form found in80% of the author's works if it differs from the form used in the heading.

If an established heading is already coded "AACR 2 compatible" because it varies in fullness from the AACR 2 form, generally do not reconsider the heading.

Variant Forms Within One Item

If the name of an author appears in two or more forms in one work, apply the following:

1) If the name appears in two or more sources, once in the chief source and one or more times in other sources, choose the form appearing in the chief source.

title page: T.B. Smith
verso of title page: T. Basil Smith III
heading: **Smith, T. B. (T. Basil)**

2) If the name does not appear in the chief source but does appear once in another prominent source (cf. 0.8) and one or more times in other sources, choose the form appearing in the prominent source.

verso of title page: R.J. Gottschall
page 239: Robert J. Gottschall
heading: **Gottschall, R. J. (Robert J.)**

3) In all situations not covered by 1) or 2) above, choose the fullest form of name.

verso of title page: Victoria Galofre Neuto
page 1 of cover: Victoria Galofre
heading: **Galofre Neuto, Victoria**

Note: Disregard the form appearing in the copyright statement if the name appears elsewhere in the item.

22.3C. **Names written in a nonroman script.** [Rev.]. Persons who bear names derived from a nonroman script but who write in a roman-alphabet language, should not be treated under this rule. The decision that the person is writing in a roman-alphabet language is based on the first item cataloged, i.e., the fact that the text of this item was originally written in a roman-alphabet language. (If it becomes evident later that most of the person's works were written in a nonroman script, apply the provisions of this rule interpretation.)

Apply the alternative rule found in footnote 4 to rule 22.3C2.

If a person entered under either a given name or a surname is likely to appear in general English-language reference sources, search Collier's Encyclopedia, The Encyclopedia Americana, and Encyclopaedia Britannica (15th ed.). If the name is found in all three of these in a single form, use the form found. If the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.). If the name is not found in all three of these sources, use the systematically romanized form of the name in the heading. Exception: For famous persons entered under given name but not found in all three of the general English-language encyclopedias because of specialized fame, consult major specialized encyclopedias (e.g., New Catholic Encyclopedia, The Oxford Classical Dictionary) to determine if there is a well-established English language form of the name.

For persons of too recent fame to be included in the three general English-language encyclopedias named above (e.g., new authors, dancers recently become famous as political figures, Soviet dissidents, chess players, etc.), consult the yearbooks of the encyclopedias and the indexes of such newspapers as The New York Times and The Washington Post to determine if there is a well-established English language form of the name.

Names of Persons with Surnames Written in the Cyrillic Alphabet

Note: Headings originally established before January 1981 containing a surname that is spelled the same as that found in the three English-language reference sources (or the form found in Encyclopedia Britannica when the forms varied) were coded "AACR 2" before September 1982 even though the pre-1981 heading varied from the reference sources in one or more of the following elements: the presence or absence of diacritical marks; the presence, absence, or spelling of forenames and patronymics. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be done in accord with AACR 2 and existing LC policy.)

existing AACR 2-coded heading: Gogol′, Nikolaĭ Vasil′evich, 1809-1852.
(Do not change to: Gogol, Nikolay Vasilyevich, 1809-1852)

Names of Persons with Surnames Written in the Hebraic Alphabet

Follow this order of preference when establishing headings:

1) If the name is found in a romanized form on a Hebrew or Yiddish item issued in Palestine or Israel and the author lives in twentieth century Palestine or Israel, use this form.

2) If the name is found in a single form in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), use the form found there; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

3) If the name is found in Encyclopaedia Judaica, use this form.

4) Otherwise, use the systematically romanized form of the name.

(Note: If the heading for an author living in twentieth century Palestine or Israel reflects the systematically romanized form and a subsequently received work of the author in Hebrew or Yiddish and issued in Palestine or Israel show a nonsystematically romanized name, delay changing the heading until 60% of the person's works show the same nonsystematically romanized form.)

22.12B. **British Titles of Honour.** [New]. For headings covered by the third paragraph of the rule, add the title of honor after the forenames to achieve proper filing in our automated system. Effective September 1, 1982, code these headings "AACR 2." Previously, such headings were coded "AACR 2 compatible." Do not change the existing coding (unless the name authority record needs to be revised for another reason).

Beecham, Thomas, Sir.
Greaves, Rosamund, Lady.

22.15B **Terms of Address of Married Women.** [New]. To achieve proper filing in the automated system, add the term of address of a married woman after her husband's names. Effective September 1, 1982, code these headings "AACR 2." Previously, such headings were coded "AACR 2 compatible." Do not change the existing coding (unless the name authority record needs to be revised for another reason).

Ward, Humphrey, Mrs.

22.16A. [Rev]. For names that conflict, see 22.18-22.20.

For references, apply the provisions in LCRI 26.

Apply the optional provision. This means adding within parentheses the full form of an initial used in the heading when it is known. Do not do special searching, however, to discover this information if there is no conflict.

name used: F. A. Flam
(His first name, Floyd, is known)
heading: **Flam, F. A. (Floyd A.)**

name used: Pra. Jaina
(His first name, Prakāśa, is known)
heading: **Jaina, Pra. (Prakāśa)**

name used: Sister M. Alicia, S.C.N.
("M." is known to stand for "Mary")
heading: **M. Alicia (Mary Alicia), Sister, S.C.N.**

name used: H. D.
("H. D." is known to stand for "Hilda Doolittle")
heading: **H. D. (Hilda Doolittle)**

name used: A. Samad Said

("A." is known to stand for "Abdul")
heading: **A. Samad Said (Abdul Samad Said)**

name used: Pedro F. Gonzalez R.
(His full name, Pedro Felipe Gonzalez Rodriguez, is known)
heading: **Gonzalez R., Pedro F. (Pedro Felipe Gonzalez Rodriguez)**

Extend the option to names established under 25.15A that consist of a surname and a term of address, etc., by adding after the term of address, etc., the forenames that belong with the surname. (Apply this even if there is no conflict.)

name used: M. Petit
(His forenames, Jean-Philippe, are known)
heading: **Petit, M. (Jean-Philippe)**

Exceptions

1) Do not apply 22.16A to a name in which the letters of the forename initials used in the heading differ from the letters used in the full forename

Reddi, Vai. Si. Vi., 1926-

not Reddi, Vai. Si. Vi. (Emmanuru Cinna Venkata), 1926-

Jaina, Pi.

not Jaina, Pi. (Prakāśa)

Ajgaonkar, G. F.

not Ajgaonkar, G. F. (Gundu Phatu)

2) Do not apply 22.16A to a heading for a married woman that consists of her husband's surname and initial(s).

Renfro, Roy E., Mrs.
x Renfro, Helen Kay

not Renfro, Roy E. (Roy Edward), Mrs.

Note: Do not add the fuller form to an existing heading falling into either of the following categories:

1) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible."

2) The heading is represented by an access point on an existing bibliographic record and is otherwise in accord with current policy.

established heading: **Eddison, C. D.**
new information: "C.D." stands for "Carlton Daniel"
(Do not change the heading to: Eddison, C. D. (Carlton Daniel))

established heading: **Jáuregui C., Juan Heriberto.**
new information: "C." stands for "Cordero"

(Do not change the heading to: Jáuregui C., Juan Heriberto (Jáuregui Cordero))

However, if such a heading must be revised later, add the additional information.

22.17C. **Bishops, etc.** [Rev.]. For bishops, etc., who are also saints (22.13), apply the following:

1) add only "Saint" if there is no other saint with this name;

2) add both "Saint" and "Bishop," etc., if there is more than one saint with this name.

22.18. **DATES.** [Rev.]. Apply the optional provision. This means adding a date whenever it is known.

Note: Do not add the date to an existing heading falling into either of the following categories:

1) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible."

2) The heading is represented by an access point on an existing bibliographic record and is otherwise in accord with current policy.

However, if such a heading must be revised later, add the date. Do not do special searching, however, if there is no conflict.

For persons living in the twentieth century, the date should be a precise one. Specifically, add the date to headings for these persons only if it falls into any of the following categories:

1) the person is still living and the year of birth is known ("1900- ")

2) the person is no longer living and the years of birth and death are known ("1900-1981")

3) the person is no longer living and only the year of birth is known ("b. 1900")

4) the person is no longer living and only the year of death is known ("d. 1981").

Note: If a date in one of these categories is available only in a non-Gregorian year, add the Gregorian year to the heading only if the Gregorian year is certain.

For pre-twentieth century persons, less precise dates may be used. Consult the examples under 22.18 for a guide. Note one detail about the use of "fl." dates: normally a span of years is wanted; use a single year after "fl." only if the date is found in this form in a reference source (cf. 22.1B, footnote 1).

22.18-22.20. **ADDITIONS TO DISTINGUISH IDENTICAL NAMES.** [Rev.]. If a personal name heading conflicts with another heading, resolve the conflict as follows:

1) Add to the heading being established

a) the full form of a name represented by an initial in the form chosen for the heading if the full form is available in the item being cataloged (22.16);

established heading: **Jackson, A.**
new author: A. Jackson
(New author's full name, Arnold Elrod Jackson, is available)
heading for the new author: **Jackson, A. (Arnold)**

b) the date (22.18); do not go beyond making a routine telephone call to a place within the continental U.S. or searching the Catalogers' Reference Collection to determine the date;

established heading: **Brue, James E.**
new author: James E. Brue
(New author's birth date, 1942, is available)
heading for the new author: **Brue, James E., 1942-**

Note: 1) If both the full form represented by an initial and a date are available, add both. 2) Do not add "fl." dates to headings for persons living in the twentieth century even if the name conflicts. 3) Add a single "fl." date to headings for pre-twentieth century persons only if the date is found in a reference source.

c) a term of address, etc., that appears with the name in a prominent source (cf. 0.8) in items by the person or with the name in headings in reference sources (22.19B);

Note: If either the full form of a name represented in the heading by an initial or a date becomes available later (or both become available), do not change the existing heading just to replace the term of address, etc.

d) a forename or surname or the initials of a forename or surname not represented by an initial in the form of name chosen for the heading;

established heading: **Clapper, John**
new author: John Clapper
(New author's full name, John Samuel Clapper, is available)
heading for the new author: **Clapper, John (John Samuel)**

established heading: **Gelfund, David**
new author: David Gelfund
(New author's full name, David A. Gelfund, is available)
heading for new author: **Gelfund, David (David A.)**

established heading: **Smith, Elizabeth**
new author: Elizabeth Smith
(New author's full name, Ann Elizabeth Smith, is available)
heading for the new author: **Smith, Elizabeth (Ann Elizabeth)**

established heading: Oliver, Joan
new author: Joan Oliver
(New author's full name, Joan Oliver i Puigdomènech, is available)
heading for the new author: Oliver, Joan (Oliver i Puigdomènech)

established heading: Jones, Mrs.
new author: Mrs. Jones
(New author's forenames, Ella Gertrude, are available)
heading for the new author: Jones, Mrs. (Ella Gertrude)

Note: If the full form of a name represented in the heading by an initial or a date or a term of address, etc., becomes available later, do not change the existing heading just to replace the unused forename or unused surname.

e) a full forename when the forename chosen for the heading is a nickname.

established heading: Jorgen, Dick.
new author: Dick Jorgen
(New author's full name, Richard Clark Jorgen, is available)
heading for the new author: Jorgen, Dick (Richard Clark)

Note: If the full form of name represented in the heading by an initial, or a date, or a 22.19B term of address, etc., becomes available later, do not change the existing heading just to replace the unused full forename.

2) Change the established heading according to the order of preference given in 1) above.

3) Apply 22.20.

Note: If the full form of a name represented by an initial in the heading or a date or a term of address, etc., becomes available later for one of these names, establish this name separately. (Do not establish one of these names separately if only an unused forename or unused forename initial or unused surname or unused full forename becomes available later.)

22.19B. **Names entered under surname.** [Rev.]. Cancel rule interpretation; covered by LCRI 22.1.

22.20. **UNDIFFERENTIATED NAMES.** [Rev.]. Cancel rule interpretation.

22.26C2. [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of the names listed in rule 22.26C2 in the printed text of AACR 2 with the following:

Adi, Budi (Boedi), Joko (Djoko), Karta, Kusuma (Koesoema), Mangku (Mangkoe), Noto, Prawira, Pura (Poera), Sastra, Sri, Surya (Soerya, Surja, Suria), and Tri.

22.27A. Scope. [Rev.] Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of the second sentence of rule 22.27A in the printed text of AACR 2 with the following:

> The rule also applies to names from other ethnic groups native to Malaysia such as Ibans, Kedazans, etc. Names from ethnic groups of non-Malay origin (e.g., Indians, Chinese) borne by persons living in these countries are excluded.

22.27B. General rule. [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following additions to rule 22.27B in the printed text of AACR 2:

1) [Add as fourth, fifth, and sixth examples:]

Luat anak Jabu
x Jabu, Luat anak

A.L. Bunggan
x Bunggan, A.L.

William Duncan
(Full name: William Duncan anak Ngadan)
x Duncan, William
x Ngadan, William Duncan anak

2) [Add as last example:]

Nichol, Linda
(Surname: Nichol)
x Linda Nichol

22.27C. Filial indicators. [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to footnote 21 of rule 22.27C in the printed text of AACR 2:

anak (a., ak, or ak.)--child of

22.27D. Titles. [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following changes to rule 22.27D in the printed text of AACR 2:

1) Insert footnote reference "21a" after the word position" in the first sentence of the rule.

2) Delete the sentence "Omit titles appearing in the father's name."

3) [Revise the third example as follows:]

Iskandar bin Raja Muhammad Zahid, Raja
X Raja Iskandar bin Raja Muhammad Zahid
X Zahid, Raja Iskandar bin Raja Muhammad

4) [Add the following as a footnote:]

21a. Iban titles are:

Titles of Honour

Tuai Serang
Tuai Kayau
Kepala Manok Sabong
Manok Saboug
Kepala Pugu Menoa
Tuai Menoa
Orang Kaya
Orang Kaya Pemanca
Orang Kaya Panglima
Orang Kaya Temenggong
Patinggi
Temenggong
Radin
Pateh

Titles of Office

Penghulu Dalam
Pengarah
Penghulu
Mandal
Tuai rumah

Religious Titles

Kepala Lemambang
Saut Lemambang
Lemambang
Manang Mansau
Manang Mengeris

23.2A. English form. [Rev.]. Apply the current policy for current place names:

1) For names in the United States, base the heading on the form found in a recent edition of the Rand McNally Commercial Atlas and Marketing Guide.

2) For names in Great Britain, Australia, and New Zealand, base the heading on the form found in a recently published gazetteer.

Note: For the two categories above, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable. However, for "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item in hand or other evidence.

in source:	Montgomery County	in source:	St. Joseph
gazetteer:	Montgomery	gazetteer:	Saint Joseph
heading:	Montgomery County (Md.)	heading:	Saint Joseph (Mo.)

For U.S. townships (called "towns" in New England and some other states), do not include "township" (or "town") as part of the name used in the heading. If the name of such an entity conflicts with the name of another place in the same state, apply 23.4J if the conflict is with the name of another township or 24.6B if the other place is not a township.

3) For names in Canada, use the heading provided by the National Library of Canada. Accept the NLC form, even if it differs from LC policy in such matters as "Saint," fullness, qualifiers, etc.

4) For other names, base the heading on the form provided by the U.S. Board on Geographic Names (BGN). If BGN approves a romanized form that conflicts with LC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates a brief form of the place name, generally select the long form as the heading, unless 23.5A is applicable.

BGN:	Borno [brief] State	BGN:	Sulzbach [brief] am Neckar
heading:	Borno State (Nigeria)	heading:	Sulzbach am Neckar (Germany)

BGN:	Coast [brief] Province	BGN:	Vailly [brief]-sur-Sauldre
heading:	Coast Province (Kenya)	heading:	Vailly-sur-Sauldre (France)

BGN: Kōra [brief]-chō
heading: Kōra-chō (Japan)

If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form even though BGN approves only a vernacular form:

Amoy
Anhwei Province
Bavaria
Bosnia and Hercegovina
Canton
Carinthia Province
Crete
Croatia
Dairen
East Flanders
Fukien Province
Ghent
Harbin
Heilungkiang Province
Hesse

Hokkaido
Honan Province
Hopeh Province
Hunan Province
Hupeh Province
Inner Mongolia
Istanbul
Jaffa Kalgan
Kansu Province
Kiangsi Province
Kiangsu Province
Kirin
Kwangsi Chuang Autonomous Region
Kwangtung Province
Kweichow Province
Kyoto
Liaoning Province
Louvain
Lower Austria
Lower Saxony
Macedonia (Republic)
Malacca
Mantua
Mexico City
Montenegro
Ningsia Hui Autonomous Region
North Brabant
North Holland
North Rhine-Westphalia
Nuremberg
Osaka
Padua
Peking
Piraeus
Port Arthur
Rhineland-Palatinate
Saint Gall
Serbia
Seville
Shanghai
Shansi Province
Shantung Province
Shensi Province
Sian
Sicily
Sinkiang Province
Slovenia
South Holland
Styria
Swatow
Syracuse
Szechwan Province
Tehran [instead of Teheran]
Tibet
Tientsin
Tsinan
Tsinghai Province
Tsingtao
Tsitsihar
Turin

Upper Austria
West Flanders
Yunnan Province
Zurich

Note. If a foreign name is established in an English form, use the same form whenever the name is used by more than one jurisdictional level or is used as part of another name.

Kyoto (Japan)
Kyoto (Japan : Prefecture)
not Kyōto-fu (Japan)
Cologne (Germany)
Cologne-Deutz (Cologne, Germany)
not Köln-Deutz (Cologne, Germany)

Do not follow the example "Union of Soviet Socialist Republics." BGN approves both "Union of Soviet Socialist Republics" and "Soviet Union." Use the short form "Soviet Union."

For the constituent republics of the Soviet Union, use the following headings:

Armenian S.S.R.
Azerbaijan S.S.R.
Byelorussian S.S.R.
Estonia
Georgian S.S.R.
Kazakh S.S.R.
Kirghiz S.S.R.
Latvia
Lithuania
Moldavian S.S.R.
Russian S.F.S.R.
Tajik S.S.R.
Turkmen S.S.R.
Ukraine
Uzbek S.S.R.

For the United Kingdom, continue to use "Great Britain."

For the Federal Republic of Germany, use "Germany (West)." For the German Democratic Republic, use "Germany (East)."

For the Democratic People's Republic of Korea, use "Korea (North)." For the Republic of Korea, use "Korea (South)."

For Washington, D.C., use "District of Columbia" as the heading for the government of this name, with "Washington (D.C.)" used only as a location qualifier or as the entry element for cross references from place.

In dealing with London, use the heading

1) "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

2) "Greater London Council" for items from the entity bearing this name that has administrative control over the 32 London boroughs that make up "Greater London" (excluding the City of London).

3) "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.

For all the governments that have controlled the mainland of China, use "China" for all periods except 1931-1945. For the government headquartered in Nanking, 1931-1937, and in Chungking, 1937-1945, use "China." For the government headquartered in Jui-chin, 1931-1937, use "China (Soviet Republic, 1931-1937)." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, 1938-1945 use "China (Reformed government, 1938-1940)" for 1938-1940, and use "China (National government, 1940-1945)" for 1940-1945. For the post-1948 government on Taiwan, use "China (Republic : 1949-)." For the province of Taiwan, use "Taiwan."

Treat military installations as local places. This means adding as a qualifier the country, state, province, etc., that would have been added to a city or town in the same place. Apply this even if the installation is located outside the country which controls it, i.e., add the heading for the larger place in which it is located. Make references from the name as a subheading of the country that controls it and as a subheading of the military branch to which it belongs. (Military installations that are treated as local places include forts, bases, camps, airfields, arsenals, and Coast Guard stations but not shipyards.)

March Air Force Base (Calif.)
x United States. March Air Force Base
x United States. Air Force. March Air Force Base

Yokosuka Naval Base (Japan)
x United States. Yokosuka Naval Base
x United States. Navy. Yokosuka Naval Base

23.4H. **Other places.** [New]. In addition to the names covered by the optional provisions to rule 23.4B (cf. LCRI 23.4B), do not add the name of the country to places that prior to 1967 were in Jordan or Syria and that are currently within the administered territories of Israel.

24.1. **Basic Rule.** [Rev.].

Punctuation

Add a comma to a series of words appearing in an English-language name except before an ampersand.

Note: Headings originally established before January 1981 that are in accord with current policy except for punctuating words in series were coded "AACR 2" prior to September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with AACR 2 and current LC policy.)

If the form of name selected as the heading includes quotation marks around an element or elements of the name, retain them (cf. example in rule 24.7B4). Use American-style double quotation marks in the heading.

If the form of name selected as the heading consists of or contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

form in source: F&H Denby
form in heading: **F & H Denby**

form in source: U. S. D. A. Symposium ...
form in heading: **U.S.D.A. Symposium ...**

form in source: B B C Symphony ...
form in heading: **BBC Symphony ...**

Precede or follow initials consisting of two or more letters with a space, e.g., "Gauley Bridge (W. Va.)," "Ph. D. Associates."

If the form of name selected as the heading includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the heading the punctuation as found.

If the form of name selected as the heading includes a Greek letter or a letter or symbol used to indicate a trademark, a patent, copyright, etc., bracket an equivalency, explanation, etc., as appropriate.

If the form of name selected as the heading includes an abbreviation, retain in the heading the abbreviation as found.

form in source: Dirección de la Energía//Div. Estadística//Secc. Información
form in heading: **Buenos Aires (Argentina : Province). Dirección de la Energía. Div. Estadística. Secc. Información.**

When the name of a body consists of both a numerical or alphabetical designation and words indicating the body's function, include both in the heading for the body. Separate the two parts with a dash.

source: Abteilung V - Vermessungswesen
heading: **[parent body]. Abteilung V—Vermessungswesen**

source: Social and Economic Sciences (Section K)
heading: [parent body]. Social and Economic Sciences—Section K

source: Sub-task Force I, Gas Dissolved in Water
heading: [parent body]. Sub-task Force I—Gas Dissolved in Water

"AACR 2 Compatible" Headings

1) General. All headings newly coded after August 1982 will be in accord with AACR 2 and current policy and will be designated "AACR 2" (with two exceptions). A heading already coded "AACR 2 compatible" will continue to be used in its existing form in post-August 1982 cataloging. The two situations in which a newly coded heading will be coded "AACR 2 compatible" are

a) the heading is for a body that is entered subordinately to another body whose heading has already been coded "AACR 2 compatible";

b) the heading is for a uniform title entered under a name heading that has already been coded "AACR 2 compatible."

Before September 1982, headings were coded "AACR 2 compatible" if they had been established before 1981 and fell into one or more of the categories listed below. Also coded "AACR 2 compatible" were headings established after 1980 for bodies that were entered subordinately to bodies whose headings had already been coded "AACR 2 compatible" and headings for uniform titles entered under name headings that had already been coded "AACR 2 compatible."

2) Categories coded "AACR 2 compatible". The categories of headings that were coded "AACR 2 compatible" are as follows:

a) Quotation marks. The existing heading lacked quotation marks even though the body's predominant usage showed quotation marks around one or more elements.

AACR 2 compatible heading: Istituto tecnico C. Gemmellaro di Catani.
(AACR 2 form: Istituto tecnico "C. Gemmellaro" di Catani)

b) Acronyms. The existing heading contained an acronym in lower-cased letters after an initial capital letter even though the body's predominant usage showed the acronym all in capital letters.

AACR 2 compatible heading: Amacom
(AACR 2 form: AMACOM (Organization))

Note: If the body were famous, the heading was reestablished in its AACR 2 form.

c) Terms of incorporation

1)) The existing heading contained a term of incorporation that did not agree with AACR 2 capitalization.

AACR 2 compatible heading: **Art Nouveau, inc.**
(AACR 2 form: Art Nouveau, Inc.)

2)) The existing heading contained a term of incorporation that would not be retained under AACR 2.

AACR 2 compatible heading: **Press Association, ltd.**
(AACR 2 form: Press Association)

AACR 2 compatible heading: **Schweizerisches Ost-Institut, A.G.**
(AACR 2 form: Schweizerisches Ost-Institut)

3)) The existing heading lacked a term of incorporation that would be included under AACR 2.

AACR 2 compatible heading: **Daumier Prints**
(AACR 2 form: Daumier Prints Inc.)

d) Hierarchy. The existing heading for a Chinese, Japanese, or Korean corporate body contained more hierarchy than AACR 2 would permit.

AACR 2 compatible heading: **Japan. Hōmusho. Keijikyoku.**
(AACR 2 form: Japan. Keijikyoku)

24.2D. [Rev.]. If in a body's publications its full form of name and its initials appear together formally, choose the full form for use in the heading. (Change the heading if later evidence shows a clear pattern of predominant usage that differs from the heading chosen.)

When a corporate name must be established for an item not issued by the corporate body, treat the item being cataloged as a reference source. If the item provides both the body's full form of name and its initials, choose the full form for use in the heading (even if the initials appear prominently and the full form does not).

If variant forms appear formally in chief sources of the body's publications, choose the predominant form. If an initial form (including an acronym) appears predominantly, check the authority file to see if there is a reference or a heading for another body already under the same initials. If there is, this means the initials do not "differentiate" and thus the full form must be adopted as the AACR 2 form.

24.4B. Names not conveying the idea of a corporate body. [Rev.]. Generally do not add a general designation qualifier to a corporate name containing two or more surnames (without forenames or without forename initials). For performing duets do not add a general designation qualifier if the name contains two surnames (with or without forenames or forename initials) or if the name contains two forenames.

When establishing a heading for a ship, add a general designation in English if the name alone does not convey the idea of a corporate body. If there is any question as to whether there is

an appropriate general term, take the term from the item being cataloged. If there is more than one ship with the same name, add a term as specific as necessary to resolve the conflict.

Ulua (Ship)
(Unique name; qualifier added to clarify the meaning of the heading)

Franklin (Aircraft carrier)
Franklin (Steamship)
(Two ships of the same name but each of a different type)

Lexington (Aircraft carrier : CV6)
Lexington (Aircraft carrier : CVA(N) 65)
(Two aircraft carriers with the same name)

Note: Headings originally established before January 1981 that fell into either of the two categories listed below were coded "AACR 2" prior to September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with AACR 2 and current LC policy.)

1) The heading contained a qualifier that is not needed according to current policy.

existing AACR 2-coded heading: **Chefs' Rights Alliance (Society)**
(Do not change to: Chefs' Rights Alliance)

2) The heading lacked a qualifier that would be needed according to current policy.

existing AACR 2-coded heading: **BFA Educational Media.**
(Do not change to: BFA Educational Media (Firm))

In dealing with performing groups, apply the following:

1) If the name contains a word that specifically designates a performing group or a corporate body in general (e.g., Band, Consort, Society) or contains a collective or plural noun (e.g., Ramblers, Boys, Hot Seven), do not add a designation to the name.

2) If the name is extremely vague, consisting primarily of single, common words (e.g., Circle, Who, Jets) or the name has the appearance of a personal name (e.g., Jethro Tull), add a designation to the name.

3) If the name falls between the above two categories (e.g., Led Zeppelin, Jefferson Airplane, Road Apple, L.A. Contempo), add a designation to the name.

If there is doubt whether a designation should be added, add it.

Use the designation "(Musical group)" unless special circumstances (such as a conflict) require a more specific term.

If the name chosen for the heading for a corporate body is composed of letters written in all capital letters (with or without periods between them), add a qualifier to the name (unless 24.5C is applicable). Do not add such a qualifier when the capitalized form is used in a see reference.

CAST (Group)
x C.A.S.T.

If the name is eligible for another qualifier (as when the name conflicts or when the body is a directly entered government agency that is not an institution), add the qualifier called for in this rule first. Separate the qualifiers by a space-colon-space.

BANAS (Organization : Indonesia)
x B.A.N.A.S.

24.4C. Two or more bodies with the same or similar names. (Rev.)

Conflicts

When two or more bodies have the same name, 24.4C requires the addition of a qualifier to each name. Determine that a conflict exists when the AACR 2 name or heading for one body is the same as the AACR 2 name or heading for another body. "Conflict" is restricted to headings already established or being established in the catalog. It includes headings for earlier names that are covered by see references to later names but excludes names treated as variants; if a variant name used in a reference conflicts with a form used in the heading for another body, apply the provisions for resolving conflicts only to the variant name. Ignore the conflict that is only between names used as variants.

Arlington Development Center (Tex.)
(Independent nongovernment body)
Arlington Development Center (Calif.)
(Government body belonging to Arlington)
Arlington Development Center (Infodata, Inc.)
(Subordinate nongovernment body)
Arlington Development Center (S.D.)
(Government body belonging to South Dakota)

Note that the existing heading that previously was unique but that now conflicts must be reviewed in the light of 24.4C and changed if necessary.

Nonconflicts

Nongovernment bodies

If a nongovernment body is entered under its own name, add a qualifier unless one or more of the following apply:

1) In effect, the qualifier is already present.

2) The body is a business firm. If there is any doubt whatsoever as to whether a body is a business firm, consider that it is not so.

3) The body is an international one. If, however, the name comes to conflict, use judgment: founding dates, some geographic qualifier, or something else, as appropriate.

4) The name of the body is a very distinctive one. In many cases distinctiveness characterizes a name because of the presence of proper nouns or adjectives, as when a body is named in honor of a person or named after a place. The assessment of the name, however, primarily remains in terms of repeatability. Thus, for example, a proper noun or adjective may not help at all in making the name unlikely to be repeated, e.g., "Center for Latin American Studies" (this being the name of one higher body's center devoted to the subject) or "Esso Research Centre" (this being the name of one of the several Esso companies' research units, which units are not themselves business firms.)

Note: Nongovernment bodies include directly entered subordinate or related units of directly entered government bodies (cf. 24.17, second sentence).

Government bodies

If a government body other than an institution (see below) is entered under its own name, add a qualifier unless the government's name (or an understandable surrogate of the government's name is already present in the name. The qualifier is required even if the name includes a proper noun or adjective (other than the name or the surrogate of the name of the government).

If, however, the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.) do not qualify its name when it is a very distinctive one (cf. 4) above under "Nongovernment bodies"). If one of these names comes to conflict or the non-conflicting name is not distinctive, add a qualifier.

Headings already coded "AACR 2"

Corporate name headings may be found already coded for AACR 2 that lack a qualifier called for by this LCRI. Continue to use these headings, without adding the qualifier, unless a conflict or some other extreme need arises.

existing AACR 2 coded heading: **Bicentennial Committee on Historic Houses.**
(Do not change to: Bicentennial Committee on Historic Houses (Morris, Conn.))

Forms of Qualifiers

Geographic names

If a geographic name (place or jurisdiction) is the appropriate qualifier, use its catalog-entry form. Whenever the heading for a place name is qualified by the name of a larger place, retain the qualification when the heading for the smaller place is itself used as a qualifier. For the form of this qualifier and its punctuation see the following example:

name of body needing qualifier: Conference on Astrophysics

heading for qualifier: Chicago (Ill.)

heading: Conference on Astrophysics (1978 : Chicago, Ill.)

For the insertion of the comma between "Chicago" and "Ill.," see rule 23.4A. Note that other qualifications, e.g., "(Province)," "(East)," "(West)," "(North)," "(South)," "(Republic)," are not retained (cf. the second paragraph of rule 24.4C1).

Corporate names

If a corporate name is the appropriate qualifier, use the name in the form and language on which the heading for the body is based (not necessarily its catalog-entry form).

Center for Materials Science (National Measurement Laboratory)
not Center for Materials Science (National Measurement Laboratory (U.S.))

Choice of Qualifiers

Independent nongovernment bodies

24.4C provides for various additions to corporate names as qualifiers. This rule emphasizes place names as the appropriate qualifier. Certainly other categories of qualifiers are possible (not especially 24.4C8). Considering solely the issue of qualifying by place name, one notes that even after having made the decision to apply 24.4C2-24.4C5, a decision remains as to which place name should serve as the qualifier. In sum, the direction contained in the rule is to use a local place name unless the body has a non-local character, in which case the direction is to use the name of the country for bodies national in character, the name of the province for bodies provincial in character, etc. This leaves it very much to the cataloger to decide which place name to use, depending on an assessment of the body's character (or activities), based on the cataloger's experience and whatever knowledge or hints are available. There are no rules or rule interpretations for this assessment.

Once the cataloger has assessed the body's character, etc., then there are at least three situations in which catalogers need advice.

1) The cataloger knows precisely the range of activities of the body, but the extent of these activities corresponds to no jurisdiction, district, etc. For example, the body covers four

counties of one of the U.S. states. Then, qualify by the name of the jurisdiction just above those involved, e.g., the state if counties are involved, the nation if states are involved.

2) The cataloger has only certain clues as to the body's character, etc. One obvious clue is the presence of words such as "national," "state," "provincial." Generally choose the qualifier that matches these words, if really in doubt about the body's character. (If it is known that a body called "national" is actually local, this paragraph does not apply.) In other cases, if the clues indicate that the body is either one or the other of two possibilities, e.g., it must be either municipal or county-wide, generally use the broader of the two possible qualifiers, e.g., the county instead of the city.

3) The cataloger has no knowledge or clues as to the body's character, etc., and therefore, the assessment mentioned at the outset results in "I do not know and cannot guess." In this situation, qualify by the local place (cf., in the opening paragraph under "Choice of Qualifiers," the statement about the rule's emphasizing local place name)--unless, for whatever reason, the name of the country seems more appropriate. Use this solution as a genuine last resort, however, not as a substitute for the assessment required.

Subordinate/related nongovernment bodies

If a qualifier is needed for a directly entered subordinate or related unit of a nongovernment body or of a government body entered directly under its own name, add the name of a higher or related body, unless a geographic qualifier (place or jurisdiction) seems more appropriate.

Annenberg School of Communications (University of Pennsylvania)

Annenberg School of Communications (University of Southern California)

National Museum of American History (U.S.)
not National Museum of American History (Smithsonian Institution)

If the immediately higher or related body is entered subordinately, use in the qualifier the name of the next higher body in the hierarchy that is directly entered.

Institut avtomatiki i ėlektrometrii (Akademiĭa nauk SSSR)
not Institut avtomatiki i ėlektrometrii (Sibirskoe otdelenie)
not Institut avtomatiki i ėlektrometrii (Akademiĭa nauk SSR. Sibirskoe otdelenie)

Government bodies

If a qualifier is needed for a directly entered government body, add the name of the government. EXCEPTION: For the various forest and range experiment stations of the U.S. Forest Service that are independently entered, use the local place as the qualifier if the name is not distinctive.

Conflicts in Qualifiers

Geographic names

If the addition of a nonlocal geographic name (place or jurisdiction) does not resolve the conflict, use the name of the local place instead.

Environmental Research Laboratory (Duluth, Minn.)
Environmental Research Laboratory (Gulf Breeze, Fla.)
(Pre-conflict form: Environmental Research Laboratory (U.S.))

EXCEPTION: If the name of the government is the appropriate qualifier for two bodies that have the same name, and one body is located in the People's Republic of China and the other is in the Republic of China, or one is located in East Germany and the other is in West Germany, or one is located in North Korea and the other is in South Korea, use as qualifiers

[name] (Germany : East)
[name] (Germany : West)

[name] (Korea : North)
[name] (Korea : South)

[name] (China)
[name] (China : Republic : 1949-)

If two bodies have the same name and one is located in East Berlin and the other is in West Berlin and the local place qualifier is appropriate to both bodies, use as qualifiers

[name] (Berlin, Germany : East)

[name] (Berlin, Germany : West)

Corporate names

In an exceptional case such as the institutes of branches of the Akademiia nauk SSSR, catalog-entry form for the corporate name may be use in the qualifier.

Institut geologii (Akademiía nauk SSR. Komi filial)

Institut geologii (Akademiía nauk SSSR. Karel′skiĭ filial)

24.5C1. [Rev.]. If the adjectival term or terms indicating incorporation or state ownership of a commercial enterprise appears initially or medially in the name, it is ipso facto an integral part of the name. If the term appears at the end of the name, treat it as a part of the name only if the term is necessary to show that the name refers to a corporate body.

24.7B. Additions to conferences, etc. [Rev.]

Name Authority Records

On the name authority record for a conference heading, do not add the number, date, or place, to the name when the conference is an ongoing one, even if all the meetings were held in one place (cf. 24.7B4). Apply this both to meetings entered directly under their own names and to meetings entered subordinately to headings for corporate bodies.

Conflicts

If the name of an ongoing conference conflicts, add to the name an appropriate qualifier.

authority record: **Governor's Conference on Education (Kan.)**
bibliographic record: **Governor's Conference on Education (Kan.) (1st : 1954 : Topeka)**

authority record: **International Symposium on Quality Control (1974-)**
bibliographic record: **International Symposium on Quality Control (1974-) (1st : 1974 : Geneva, Switzerland)**

Location

In deciding between using local place or institution, etc. (24.7B4), when establishing the heading for a named conference, add as the qualifier the local place or institution, etc., that appears with the conference name in the source for the conference name (cf. 21.1B2(d)) as opposed to other locations within the item where the conference name is repeated. If an institution's name appears in the source, transcribe the institution's name as the qualifier, or if a local place name appears, transcribe that. When transcribing an institution, give it in the nominative case in the language in which it is found in the item. (Even if the institution represents a subordinate unit, record its name rather than the name of the higher body alone.) When transcribing a local place, give its catalog-entry form (as modified by 23.4A and 24.4C, second paragraph). If both an institution and a local place appear, prefer to use the name of the institution, etc., generally without the name of the local place unless the name of the institution is a very "weak" one (use judgment in this respect and do not be concerned about a high degree of consistency). Note: Do not use as location the name of a hotel, convention center, or office building unless the conference was held outside a local place.

Two Meetings

If the item being cataloged contains the proceedings, etc., of two meetings of the same conference and main entry under the heading for the conference is appropriate (cf. 21.1B2(d)), enter the item under the heading for the first conference and make an added entry under the heading for the second conference even if the meetings are consecutively numbered.

24.14. See 24.19.

24.17. General Rule. [Rev.].

United Nations

Treat the United Nations as a government body when determining the heading for its subordinate and related bodies.

National Commissions to Unesco

Establish the names of national Unesco commissions that are agencies of the governments they represent according to 24.17 or 24.18, type 2, not 24.18, type 10.

Soviet Bloc

When cataloging publications that emanate from a body within one of the countries of the Soviet bloc and one or more government agencies appear at head of title only as a "stamp of approval," do not refer through the names of the government agencies when establishing the emanator body. Do make a reference through the heading for the government itself (the country, republic, district, etc.).

Distinguish such cases, however, from other cases, which do occur even in the Soviet bloc, in which the government agency named has a hierarchical relationship. References through the agency or agencies must be made in these cases.

24.18, type 10. [New]. Do not apply 24.18, type 10 to the names of national Unesco commissions that are agencies of the governments they represent. Instead, apply 24.17 or 24.18, type 2, to these names.

24.19. DIRECT OR INDIRECT SUBHEADING. [Rev.]. The rules emphasize omission of hierarchy but qualify this emphasis as follows:

> [Omit hierarchy] unless the name of the subordinate or related body has been, or is likely to be, used by another body entered under the same higher or related body
>
> (Rule 24.14 for bodies entered under a higher body other than a jurisdiction)

[Omit hierarchy] unless the name of the agency has been, or is likely to be, used by another agency entered under the same government
(Rule 24.19 for bodies entered under a jurisdiction)

The words "or is likely to be" will carry a varying import to different catalogers. The statement below indicates the particular import of the words that Library of Congress catalogers should heed.

Two types of names do not need explanation, i.e., in these cases all catalogers reading only the rule and no gloss would reach the same conclusions. These types of names are the following:

1) Names of subordinate bodies performing functions common to many higher bodies,[1/] when the name of the subordinate body (exclusive of any names of higher bodies included in its name) is as common sounding as its function:

Personnel Office
Archives of the Ministry for Rural Development
Research and Development Section Planning Dept.
Procurement and Supply Division

Headings for such subordinate bodies as these obviously could not omit hierarchy.

2) Names of subordinate bodies performing one or more of the major functions that are unique to the particular higher body (within the same corporate structure):

Bureau of Libraries, Museums, and Archaeological Services
(Under the Dept. of Conservation and Cultural Affairs which should be omitted from the heading)

Division of Industry and Engineering
Division of Transport
(Both under the Ministry of Transport, Industry, and Engineering, which should be omitted from the heading)

but not Library
(Also under the same ministry, but belongs in Category A; and the department must be included in the heading)

Division of Fisheries
Division of Forestry
(Both under the Dept. of Conservation, which should be omitted from the heading)

1/ This evaluation of the body's functions indicated in two "obvious" categories is based on the names of the bodies involved, not on any special searching.

but not Division of Education and Publicity
(Also under the same department but belongs in Category A; and the department must be included in the heading)

Names of such subordinate bodies as these obviously could omit hierarchy.

If the name of the body being established does not fit either of the above obvious categories, consider whether or not the name would be appropriate for another subordinate body within the same corporate structure. Common sense will be the best guide, but in some doubtful cases it may be relatively easy to make the decision if an important idea expressed in a word or phrase present in the higher body's name is missing from the name of the body.

United States. Dept. of Housing and Urban Development. Office of Environmental Factors and Public Utilities.

International Union for Conservation of Nature and Natural Resources. Commission on Education. North-West Europe Committee.

United States. Office of Education. Office of Librarians and Learning Resources.

Avoid a very literal approach to this question, however. The name of the body being established may adequately imply the ideas expressed in the higher body's name without actually repeating the words of that name.

Pennsylvania. Bureau of Financial Management.
(Omitted: Office of Administration)

United States. Division of Nuclear Power Development.
(Omitted: Dept. of Energy)

If still in doubt, retain the higher body in the heading.

United States. Dept. of Health, Education, and Welfare. Advisory Council on Vocational Education.

24.21B. [Rev.]

Applicability

Enter a body that presents itself as a subordinate unit of a legislature (or as a subordinate unit of a particular chamber) as a subheading of the legislature (or of the particular chamber) even though the body's membership does not consist solely of members of the legislature or of its staff.

Legislative Councils

Establish headings for U.S. state legislative councils according to 24.21B unless there is evidence that a particular council is staffed entirely by other than members of the legislative body. In case of doubt, apply 24.21B.

name: Colorado Legislative Council

heading: Colorado. General Assembly. Legislative Council.

References

When a subordinate unit is entered as a subheading of a particular chamber of a legislature, generally do not make a reference from the unit as a direct subheading of the legislature.

U.S. House of Representatives

Ignore the heading for the U.S. House of Representatives shown in one of the examples in rule 24.21B. Consider "House" as the conventional name (cf. 24.3C) and continue to use: United States. Congress. House.

25.2A. [Rev.].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of the first six lines of rule 25.2A in the printed text of AACR 2 with the following:

25.2A. When the manifestations (other than revised editions) of a work appear under various titles, select one title as the uniform title as instructed in 25.3-25.4.

Use a uniform title for an entry for a particular item if

1) the work has appeared (in other than revised editions) under varying titles proper, and the item being cataloged bears a title proper which differs from the uniform title

or 2) the title proper needs the addition of another element (see 25.5) to organize the file

or 3) the title used as the main or added entry heading for a work needs to be distinguished from the title used as the main or added entry heading for a different work

or 4) the title of the work is obscured by the wording of the title proper (e.g., because of introductory words or statements of responsibility present in the title; see also 25.3B)

Option Decision

Apply the optional provision in rule 25.2A. This means omitting brackets from around uniform titles whenever they are headings (i.e., no main entry heading precedes them). However, do not enclose any uniform title in brackets when used in an added entry.

Applicability

Use a uniform title unless the complete uniform title that would be assigned is exactly the same as the title proper of the item.

Exceptions:

1) Do not use a uniform title when the only difference is the presence of an initial article in the bibliographic title proper.

2) For certain anonymous classics that are entered under a uniform title main entry heading and that have been published in many editions, in different languages, and under different titles (e.g.,

Beowulf, Chanson de Roland), use a uniform title for all editions. This includes editions in the original language when the title proper is the same as the uniform title assigned.

25.5D. [Rev.]

Form of Language

When naming a language in a uniform title, base the name on the form used in the latest edition of Library of Congress Subject Headings or its published supplements. If the language is not listed, the Subject Cataloging Division will establish it. (Use "Greek" for Classical Greek and for Modern Greek; however, if the item includes text in both, use "Classical Greek" and "Modern Greek" in the uniform title.)

Multilingual Works

If a work was originally issued in a single edition in two or more languages, and there is no evidence that one text represents the original and the others translations of this original, do not add the languages after the uniform title when the edition being cataloged is in all of these languages. For example, some documents of international bodies are first issued with the text in all the official languages of the body; also, the laws of some countries with two official languages (e.g., Belgium, South Africa) are originally issued in both official languages. However, if another edition of such a work is issued in only one of the languages, or in additional languages, add the name of the language or "Polyglot" after the uniform title for this edition, leaving the uniform title for the original without a language designation.

If a work was originally issued simultaneously in separate editions in different languages, and there is no evidence that the text in one of the languages is the original, select one of the editions as the original according to 25.3C and treat the others as translations.

25.29E. Groups of instruments. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of "plectral instruments" with "plucked instruments" in the list of terms for groups of instruments in rule 25.29E in the printed text of AACR 2.

Instrumental Ensemble

Use the phrase "instrumental ensemble" as a statement of medium that is added to a title in a uniform title only if the medium is a group of diverse instruments not already provided for by other terms in the list.

25.32B1. [New.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved a punctuation change in the third example in rule 25.32B1 in the printed text of AACR 2. The example now reads as follows:

Schubert, Franz
[Impromptus, piano, D. 899. No. 2]
Deux impromptus, op. 90, nos. 2 et 4 . . .

Added entry under: Schubert, Franz. Impromptus, piano, D. 899. No. 4

26.0. **INTRODUCTORY NOTES.** [Rev.]

Legends

Note that the terms "search under" and "search also under" have replaced "see" and "see also" in the referral line. However, the terminology see reference and see also reference has been retained for ease of explanation.

Forms of References

In general, construct a reference in the same form in which it would be constructed if chosen as the heading. However, because the LC AACR 2 authority file includes headings constructed according to earlier practices, in some cases references must be formulated to "match" the existing heading. Specific instructions are below.

1) Personal names

a) Dates. Include dates in references if they have been included in the heading. If the form of reference conflicts with an established heading, resolve the conflict by using dates in the reference although not used in the heading.

b) Initials. In references containing initials, generally include in parentheses the full form of the name represented by the initial(s) when known. However, if the initial is represented in the heading without the full form being given there, make the reference "match" the heading.

100 Hays, James D., 1926-
400 Hays, J. D. (James D.), 1926-
not 400 Hays, J. D. (James Donald), 1926-

100 Henao Vélez, César G.
400 Vélez, César G. Henao
not 400 Vélez, César G. Henao (César Gabriel Henao)

Do not combine different language forms or romanizations.

100 Arnol′dov, Arnol′d Isaevich.
400 Arnoldow, A. I.
not 400 Arnoldow, A. I. (Arnol′d Isaevich)

c) Titles/Epithets. Include titles and epithets used in the heading in the reference unless, for titles, they are not appropriate to the form in the reference, or, for epithets, the purpose is to refer from a form containing a different epithet. For variant language forms for a person entered under surname, include titles of nobility and terms of honor and address in the form found in the source for the reference. If the source for the reference does not include the title, etc., use in the reference the term used in the heading, although it is in a different language.

100 William, of Auvergne, Bishop of Paris, d. 1249.
400 Guillaume, d'Auvergne, Bishop of Paris, d. 1249

100 Maria, Mother, 1912-1977.
400 Gysi, Lydia, 1912-1977

100 Gruoch, Queen, consort of Macbeth, King of Scotland.

400 Gruach, Queen, consort of Macbeth, King of Scotland
400 Macbeth, Lady

100 Custine, Astolphe, marquis de, 1790-1857.
400 Kĩustin, Adolf, markiz de, 1790-1857

100 Aufsess, Hans Max, Freiherr von und zu.
400 Aufsess, H. M. (Hans Max), Freiherr von und zu

d) Compatible headings. Normally construct the reference to "match" the AACR 2 compatible element in the heading. Exception: Do not use "pseud." in references.

100 Ping-ping, pseud.
400 Bingbing

100 Irenaeus, Saint, Bp. of Lyons.
400 Irénée, Saint, Bp. of Lyons

100 Crespelle, Jean Paul.
400 Crespelle, J.-P. (Jean Paul)

100 Stevens, John D., fl. 1972-
400 Stevens, J. D. (John D.), fl. 1972-

Additional examples illustrating formats of references (full reference structure is not necessarily shown)

100 Scottow, Joshua, 1618-1698.
400 J. S. (Joshua Scottow), 1618-1698
400 S., J. (Joshua Scottow), 1618-1698

100 Sassoon, Siegfried, 1886-1967.
400 Author of Memoirs of a fox-hunting man, 1886-1967
400 Memoirs of a fox-hunting man, Author of, 1886-1967

100 Evans-Pritchard, E. E. (Edward Evan)
400 Pritchard, E. E. Evans- (Edward Evan Evans-)

100 Roos, Sjoerd H. de, 1877-
400 Roos, S. H. de (Sjoerd H. de), 1877-

100 Sigaud de la Fond, M. (Joseph Aignan), 1730-1810.
400 De La Fond, Sigaud, M. (Joseph Aignan), 1730-1810
400 La Fond, Sigaud de, M. (Joseph Aignan), 1730-1810
400 Fond, Sigaud de La, M. (Joseph Aignan), 1730-1810

2) Corporate Names

a) Qualifiers. Include qualifiers in the reference if appropriate to the form in the reference even if the qualifier has not been used in the heading because of earlier policies or because it is not appropriate there. Exception: Do not add a qualifier to a reference consisting solely of an initialism.

151 Ghent (Belgium)
451 Gand (Belgium)

110 Galleria nazionale d'arte moderna (Italy)
410 National Gallery of Modern Art (Italy)

111 Conférence Europe-Afrique (1979 : Lausanne, Switzerland)
411 Euro-Afrikanische Konferenz (1979 : Lausanne, Switzerland)

110 Evangelisk lutherske frikirke (Norway)

410 Evangelical Lutheran Free Church of Norway

110 National Cultural History and Open-air Museum.
410 Nasionale Kultuurhistoriese en Opelugmuseum (South Africa)

110 BANAS (Organization : Indonesia)
410 B.A.N.A.S.

110 North Carolina Wood Energy Coordinating Group.
410 Wood Energy Coordinating Group (N.C.)

110 Société des arts de Genève.
410 Société pour l'avancement des arts (Geneva, Switzerland)

110 BFA Educational Media.
410 B.F.A. Educational Media (Firm)

b) Terms of Incorporation. Construct the reference to "match" the heading with regard to the presence, absence, or form of a term of incorporation.

110 William Claiborne, inc.
410 Claiborne, inc.
410 Claiborne (William), inc.

3) Combined References. When reference is made to two or more different headings or titles from the same form, LC will make individual cross references rather than listing on one combined reference all headings referred to through the cataloger-generated reference technique.

4) Typographic Style. Generally, LC typographic style will not change.

26.1. Basic Rule. [Rev.]. Cancel rule interpretation; covered by LCRI 26.0.

26.2. Names of Persons. [New]

General Principles

1) Record in the name authority record and trace a reference from each variant form that occurs in a prominent source or that affects the primary entry elements of the name (e.g., surname elements to the left of the comma and the first element to the right of the comma). Exception: Do not trace references from forms that differ only in diacritics, apostrophes, hyphens, and slashes; their presence or absence does not affect the filing.

Record, but do not generally trace references from, other variants found in works being cataloged, if judged to be important information, e.g., an unused forename. Record all variants found in reference sources cited on the authority record, but generally trace references only from variants that affect the primary entry elements of the name.

2) Make only one reference from each variant, normally constructing it in the form in which it would be constructed if chosen as the heading (cf. specific instructions in LCRI 26.0). In addition, if applicable, make one reference under any surname element (other than a particle or prefix) not already referred from. Do not otherwise make references that are "variants of the variant."

3) Make one reference from each possible entry element of the name chosen as the heading, including each separate particle or prefix, but excluding connectives such as "y" and "und." Exception: In German, Dutch, and related languages, do not refer from the definite article following a prefix.

Follow these principles as closely as possible in evaluating references on existing authority records and in retrospectively converting records. Do not, however, examine bibliographic records or publications to determine whether a variant appeared prominently; if this cannot be easily determined assume that the variant was prominent. Do not reconsider such references traced on authority records that have already been evaluated unless the heading is being changed.

100 Freeman, Robert, 1948-
670 His Hidden treasure, 1980: t.p. (Robert Freeman)
670 Phone call to author, 3/31/82 (Robert Eliot Freeman; b. 6/18/48)
(No references)

100 Jenkins, Barbara.
670 Jenkins, P. The walk west, 1981 (a.e.) CIP t.p. (Barbara Jenkins) CIP data sheet (Barbara Jo Pennell Jenkins)
(No references)

100 Jackson, Richard L.
670 Conflict and cooperation in police labour relations, c1980 (a.e.) t.p. (Richard L. Jackson) p. 239 (Rick Jackson)
400 Jackson, Rick

100 Inmon, William H
670 His Effective data base design, 1980: t.p. (William H. Inmon)
670 His Design review methodology for a data base environment, c1982: t.p. (W.H. Inmon)
400 Inmon, W. H. (William H.)

100 Hendrix, Louise Butts.
670 Her Sutter Buttes, land of Histun Yani, Sutter County California, c1980: t.p. (Louise Butts Hendrix) about the author (nee Louise Butts)
400 Butts, Louise

100 Morgan, C. J. (Carol Jean)
670 National Career Education Conf. (1977 : Canberra, Qld.). Issues in career education, 1977 (a.e.) t.p. (C.J. Morgan) p. 141 (Dr. C.J. (Kim) Morgan)
670 Aus (Morgan, Carol Jean)
400 Morgan, Kim
400 Morgan, Carol Jean

100 Gueligue, E. Sèlidji (Eugène Sèlidji)
670 His Lire, écrire et parler fon, 1978- : t.1, t.p. (E. Sèlidji Gueligue) pref. (Eugène Sèlidji Gueligue)
400 Gueligue, Eugène Sèlidji

100 Meier-David, Huguette.
670 Dado, R. Die kleine Rodung, 1978 (a.e.) t.p. (Huguette Meier-David) verso t.p. (Huguette Meier David) p. 16 (Huguette Meyer-David
400 David, Huguette Meier
400 Meyer-David, Huguette
not also
400 Meier David, Huguette
400 David, Huguette Meyer

100 Moreno, Montserrat.
670 Her Aprenizaje y desarrollo intelectual, 1980: t.p. (Montserrat Moreno) cover p. 4 (Montserrat Moreno Marimon)
400 Moeno Marimon, Montserrat
400 Marimon, Montserrat Moreno

100 Marure, Mateo Antonio, 1783?-1814.
670 Vela. Un procer preterido, 1980 (subj.) p. 17 (Matheo Antonio Marure y Guzman) p. 20 (Matheo Antonio Marure Guzman) p. 21 (Matheo Antonio Marure)
670 Moore, R. E. Hist. dic. of Guat., 1967 (Marure, Mateo Antonio)
400 Marure y Guzman, Matheo Antonio, 1783?-1814
400 Marure Guzman, Matheo Antonio, 1783?-1814
400 Marure, Matheo Antonio, 1783?-1814
400 Guzman, Matheo Antonio Marure y, 1873?-1814

100 García de Miguel, J. M. (José María)
670 His Quimica del cristal, 1978: t.p. (J. M. García de Miguel)
670 Sp 78-Apr (García de Miguel, José María)
400 De Miguel, J. M. García (José María García)
400 Miguel, J. M. García de (José María García de)
400 García de Miguel, José María

100 Carvalho, Armando Silva.
670 His Calicat, 1972: t.p. (Armando Silva Carvalh)
670 His Os ovos d'oiro, 1969: t.p. (Armando da Silva Carvalho)
400 Silva Carvalho, Armando
400 Carvalho, Armando da Silva
not also
400 Da Silva Carvalho, Armando
400 Silva Carvalho, Armando da

26.2A2. Different forms of the name. [Rev.]. Cancel rule interpretation; covered by LCRI 26.0 and LCRI 26.2.

26.2A3. Different entry elements. [Rev.]. Cancel rule interpretation; covered by LCRI 26.2.

Appendix A.1. INITIALS AND ACRONYMS. [Rev.]. Cancel rule interpretation; covered by LCRI 24.1.

Appendix A.7A. General Rule. [New]

Serials

If the entity named in the publisher statement is the title of a serial, capitalize it according to the rules for corporate bodies although elsewhere in the record (e.g., in an added entry) it is capitalized according to the rules for titles.

Appendix A.15A. Geographic features, regions, etc. [New]

Zoogeographic Regions

Capitalize the names of the following zoogeographic regions:

Neartic
Neotropical
Oriental
Paleartic

Appendix B.9. GENERAL ABBREVIATIONS. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following additions to Appendix B.9 in the printed text of AACR 2:

Term	Abbreviation
bilangan	bil.
nombor	no.
nomor	no.

Department

Use also in headings the abbreviation "Dept." for the English word "Department." Consider these headings AACR 2.

Appendix B.15. ABBREVIATIONS OF THE NAMES OF THE MONTHS. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following changes to Appendix B.15 in the printed text of AACR 2:

1) Change the caption on p. 558 from "Indonesian and Malaysian" to "Indonesian."

2) [Add the following:]

Malaysian

Jan.
Feb.
Mac
Apr.
Mei
Jun
Julai
Og.
Sept.
Okt.
Nov.
Dis.

Appendix C.0. Introductory rule. [Rev.]

Form for Arabic Numerals

Objective. The objective of this rule interpretation is to normalize the method of transcribing numbers used in access points of bibliographic records to achieve consistent results from filing accomplished either by computer or by person (the LC computer filing program reflects U.S. transcription practice only). In the LC computer filing program, commas are discounted but periods and spaces are not. Thus, 1512 and 1512 are treated as the same but 1.152 is treated as a decimal and 1 512 is treated as two distinct numbers separated by a space. Thus consistent treatment with respect to filing depends upon consistent, normalized transcription in certain cases.

1) Access points

For purposes of this rule interpretation, access points are headings, uniform titles, titles proper, series titles, and title added entries.

a) Transcribing numbers given in arabic numerals. Use U.S. practice as described in A Manual of Style, University of Chicago Press, section 8.9 for decimals and section 8.34 for use of the commas.

1)) Decimals. Use of a period instead of a raised dot or a comma.

3.1459, not 3 14159 nor 3,14159

2)) Figures of one thousand or more. Use commas.

32,987 not 32.987 nor 32987

Do not, however, use a comma when the figure is judged to be a literary device, commonly written without the comma or when it is judged the comma would be inappropriate.

1001 decorating ideas ...

Note: Apply these provisions for access points also to any title recorded in a bibliographic record (e.g., in a parallel title, in a variant title note, in a formal contents note).

b) Updating existing records

1)) Authority records

a)) Names. Update any automated name authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

b)) Series. Update any AACR 2 series authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

2)) Bibliographic records

a)) Do not update pre-1981 non-MARC records to reflect this rule interpretation.

b)) MARC records and post 1980 non-MARC records. Update any bibliographic record that contains a number in an access point that does not reflect the practice of this rule interpretation.

2) Other portions of the record

Use U.S. practice as described in A Manual of Style, University of Chicago Press, section 8.9 for decimals and section 8.34 for use of the comma. Note that section 8.34 contains exceptions applicable to page numbers, addresses. etc.

Appendix D. Running title. [Rev.]. The title, or abbreviated title, that is repeated at the head or foot of each page or leaf. [Note: The Joint Steering Committee for Revision of AACR has approved this statement as a replacement for the definition in the printed text of AACR 2.]

Appendix D. Uniform title. [New.]. 1. The particular title by which a work is to be identified for cataloguing purposes. 2. The particular title used to distinguish the heading for a work from the heading for a different work. 3. A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works or extracts, etc., from several works, e.g., complete works, several works in a particular literary or musical form. [Note: The Joint Steering Committee for Revision of AACR has approved this statement as a replacement for the definition in the printed text of AACR 2.]

CUMULATED LCRIS

Scarecrow Press has recently published a cumulated edition of the Library of Congress rule interpretations. Compiled by Sally C. Tseng, this publication incorporates in a single loose-leaf volume all LCRIs published through Cataloging Service Bulletin, no. 16. The cumulation is available from Scarecrow Press for $16.50 (ISBN 0-8108-1572-9; LC card no. 82-10353).

UNITED NATIONS DOCUMENTS

The essentially "made-up" series created for the various language editions of United Nations documents and classified in JX1977.A2 (48-17736), JX1977.A212 (50-1953), JX1977.A213 (50-13418), and JX 1977.A2128 (54-054753) have been discontinued. All publications cataloged after 1980 will be assigned individual classification numbers according to the works' subject content. The UN classification numbers that formerly appeared as the numbering in the series area are being quoted in notes.

INITIAL ARTICLES IN ARABIC AND HEBREW

To effect a more complete retrievability of name authorities and monographic records in MARC, the Descriptive Cataloging Division, with the cooperation of the Automation Planning and Liaison Office and the MARC Editorial Division, has undertaken a program to remove initial articles in access points in Arabic and Hebrew records. The majority of records being updated were produced before 1980. Since 1981 as a matter of policy (see Cataloging Service Bulletin, no. 6, fall 1979) the articles have been deleted.

FAR EASTERN BODIES CREATED SOLELY TO EDIT OR PUBLISH AN ITEM

Many Far Eastern materials are issued bearing a statement of responsibility or of publication that names a body called by the title of the publication plus a generic term such as the equivalent of "committee." In the past the Library of Congress has been somewhat inconsistent about making access points under the names of these bodies. Henceforth, however, the Library's policy will be to ignore consistently such names as access points.

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CONTENTS

	Page
DESCRIPTIVE CATALOGING	
Romanization Tables	2
Cataloging Off-the-Air Videorecordings	2
SUBJECT HEADINGS	
Subject Headings of Current Interest	3
Subject Cataloging of Juvenile Materials	5
Punctuation for Subject Tracings	9
The Use of Abbreviations in Subject Headings	12
General See Also References	15
Latin America	18
Multiple Subdivisions	19
LC CLASSIFICATION	
Biography Class Numbers and the Classification of Biography	21
SHELFLISTING	
Adding Dates to Monographic Call Numbers	25
Volume Designations	27
DECIMAL CLASSIFICATION	
Dewey Manual	27
Bracketed DDC Numbers in LC Catalog Records	27
PUBLICATIONS	
Class S, Agriculture	29
ADDITIONS AND CHANGES TO LC CLASSIFICATION	31
ALA/LC ROMANIZATION TABLES	
Divehi	33
Moplah	39

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DESCRIPTIVE CATALOGING

ROMANIZATION TABLES

Until such time as individual romanization tables are developed for the Altaic languages written in the Perso-Arabic script (e.g., Azerbaijani), the Library of Congress recommends the use of the romanization table for Persian (cf. Cataloging Service, bulletin 119, Fall 1976).

At the end of this issue are two romanization schemes for two Asian languages. Divehi, an Indo-Aryan languages, also called Maldivian, is the official language of the Republic of Maldives. It is written in an adaptation of the Perso-Arabic script. Moplah (or Mopla) is the form of Malayalam used by Moslems of Kerala; it is written in the Perso-Arabic script. Both tables have been approved by the ALA/RTSD/CCS/Committee on Cataloging: Asian and African Materials.

CATALOGING OFF-THE-AIR VIDEORECORDINGS

There has been considerable discussion this year about cataloging off-the-air, licensed copies of videorecordings and locally-reproduced videorecording copies of motion pictures. After inquiries from member institutions, OCLC discussed the matter in general terms with the Library of Congress' Office for Descriptive Cataloging Policy and announced a tentative decision to treat these materials under the Library of Congress microform cataloging policy. Further discussion at the meeting on On-Line Audiovisual Catalogers at the ALA Annual Conference in Philadelphia led to a rethinking of the original decision, and subsequent exchange between OCLC, LC, and members of On-Line Audiovisual Catalogers have served to modify and clairfy the understanding of the issues. The major points that have been agreed upon are enumerated below. It is expected that OCLC will cover details and exceptions to the policy in its Technical Bulletin.

It has been agreed that the physical description area of a videorecording taped from a broadcast should reflect the actual copy in hand without attempting to reproduce a description of the "original" item. Many of these programs exist as published videorecordings, and existing records for the published versions could be used by libraries that own an off-the-air copy. Locally-reproduced videorecordings (e.g., preservation copies of deteriorating motion pictures, made with permission) could in most instances be treated as copies of the motion pictures. If a record for the original motion pictures exists in the catalog, libraries could use the existing record and indicate the information about the copy in the notes area. If a new record were created, it should reflect the description of the original in the transcription of title and credits information, but the physical description should reflect the copy in hand. There are obvious similarities and differences in these situations with the microform copy policy. One major difference is that preserving the physical description area of the original is much less important for videorecording copies than it is for microform copies of printed originals.

The second major point of discussion was handling the publication, distribution, etc., area for off-the-air recordings. Some catalogers attempted to equate broadcasting with publication and use area 4 to record details of broadcasting. Since broadcasting is not publication either from a legal standpoint or in cataloging theory, this approach

could not be supported. Institutions that own off-the-air copies could use existing records for published videorecordings, or if these records do not exist, catalog their copies as unpublished and not attempt to supply a name as the publisher or distributor.

SUBJECT HEADINGS

SUBJECT HEADINGS OF CURRENT INTEREST

Beginning with this issue Cataloging Service Bulletin will contain as a regular feature a list of new subject headings that represent popular trends or concepts. The list here includes both new subjects and some changed headings covering the time from the last available supplement. The next issue will contain only headings established since the compilation of this list.

The list is not intended to be exhaustive. The selection of "current interest" terms may appear whimsical. The intent is to alert catalogers to terms that they may wish to use in current cataloging. However, catalogers should be alerted that scope notes may be present in the supplements and that these headings should be used with caution if the exact meaning of them is not clear. The full reference structure will appear in the stated quarterly supplement. It is recommended that catalogers not initiate changes in subject headings until the relevant supplement appears.

Third quarter, 1981

35mm cameras (Indirect)
Agent Orange
Apple II (Computer)
Army-Navy stores (Indirect)
Biopolitics
Egg-free diet
Expanding universe
Inmate guards (Indirect)
Job postings (Indirect)
Life care communities (Indirect)
Medium format cameras
Quality circles (Indirect)
Rubik's Cube
User charges (Indirect)
Working class women (Indirect)

Fourth quarter, 1981

Afghanistan--History--Soviet Occupation, 1979-
Bondage (Sexual behavior) (Indirect)
Career changes (Indirect)
Cat owners (Indirect)
Ethnic theater (Indirect)
Healing (Indirect)
Home video systems
Language spread (Indirect)
Life style
Local mass media (Indirect)
Management science
Marine sciences (Indirect)
Mass suicide (Indirect)
Police shootings (Indirect)
Runaway husbands (Indirect)
Solar greenhouses, Underground (Indirect)
Stress in children (Indirect)
Supply-side economics (Indirect)
Test bias (Indirect)

Zero lot line housing (Indirect)

First quarter, 1982

Children of Holocaust survivors (Indirect)
Civil rights demonstrations (Indirect)
Civil rights movements (Indirect)
General Motors J-cars
Hearing impaired (Indirect)
Hearing impaired children (Indirect)
Holocaust survivors (Indirect)
Iraqi-Iranian Conflict, 1980- (Indirect)
Joint custody of children (Indirect)
Legal assistance to abused wives (Indirect)
Political action committees (Indirect)
Pro-choice movement (Indirect)
Pro-life movement (Indirect)
Public broadcasting (Indirect)
Public radio (Indirect)
Public television (Indirect)
Quilts (Indirect)
Rubik's Snake
Senior Olympics (Indirect)
Trucking (Indirect) [Formerly: Transportation, Automotive--Freight]
Urban folklore

Second quarter, 1982

Antinuclear movement (Indirect)
Apple III (Computer)
Cable television (Indirect) [Formerly: Community antenna television]
Camera-ready copy
Commodity tax straddles (Indirect)
Creationism
Food stamp fraud (Indirect)
Hazardous waste facilities (Indirect)
Initiation rites (Indirect)
Interlocking directorates (Indirect)
Interpreters for the deaf (Indirect)
Keogh plans (Indirect)
Low budget cookery
Money-making projects for children (Indirect)
Money market funds (Indirect)
Off Off-Broadway theater
Pac-Man (Game)
Rape in marriage (Indirect)
Ridesharing (Indirect)
Space shuttles
Urban women (Indirect)
Working class whites (Indirect)
Wrong-way driving (Indirect)

Third quarter, 1982

Bulimarexia (Indirect)
Child molesters (Indirect)
Citizen crime reporting (Indirect)
Civil religion (Indirect)
Command performances (Indirect)
Conflict management (Indirect)
Crime scene searches (Indirect)
Deprogramming (Indirect)
Dim sum
Divorced parents (Indirect)
Donkey Kong (Game)
Employee fringe benefits (Indirect) [Formerly: Non-wage payments]

Enterprise zones (Indirect)
Enterprise zones, Rural (Indirect)
Falkland Islands War, 1982
Fraud in science (Indirect)
Herpes genitalis (Indirect)
High-carbohydrate diet (Indirect
Househusbands (Indirect)
Interest arbitration (Indirect)
Interior landscaping (Indirect)
Latchkey children (Indirect)
Machine learning
Negotiation in business (Indirect)
No-strike clause (Indirect)
Political stability (Indirect)
Public land sales (Indirect)
Quality of work life (Indirect)
Resources allocation
Reverse discrimination (Indirect)
Sex change (Indirect) [Formerly: Change of sex]
Sexual abstinence (Indirect)
Sexual masochism (Indirect)
Stocznia Gdanska im. Lenina Strike, Gdansk, Poland, 1980
Visual communication (Indirect)
Wives--Effect of husband's employment on
Work Incentive Program (Indirect)

Fourth quarter, 1982

Alzheimer's disease (Indirect)
City halls (Indirect)
Fashion merchandising (Indirect)
Foster grandparents (Indirect)
Generic products (Indirect)
Hugging (Indirect)
Long-term care facilities (Indirect) [Formerly: Extended care facilities]
Psychosexual disorders (Indirect)
Tax incentives (Indirect)
Telephone fund raising (Indirect)
Video display terminals

SUBJECT CATALOGING OF JUVENILE MATERIALS

Background. The purpose of this article is to present general guidelines for the cataloging of juvenile materials using Library of Congress classification and subject headings. At one time juvenile materials were relegated to a few classification numbers at the end of the Language and Literature schedule. This material is now classed in appropriate numbers in all schedules and assigned suitable headings from Library of Congress Subject Headings. Those cataloging practices and procedures used for adult works are applied to juvenile works unless other special provisions exist.

AC Program. These guidelines, however, do not provide instructions for the cataloging done for the Annotated Card Program. This program encompasses most books issued by American publishers, as well as foreign books distributed in the United States, that could be usefully shelved in juvenile collections. A detailed explanation of its features appears in the special section of the introduction to the ninth edition of Library of Congress Subject Headings. Works selected for AC treatment are identified by this code that appears in the bibliographic record as part of the LC card number, e.g., 79-76813 AC, bracketed subject headings, and a brief, noncritical summary.

General Statement. Treat all materials intended primarily for children through age 15, or the 9th grade, as juvenile. Class juvenile fiction intended primarily for children through high school in PZ.

Determining the Intellectual Level of a Work. For many juvenile works, the publisher indicates intellectual level by providing a span of years. Works coded by the publisher for children pre-school through age 15, e.g., 10 up, 14+, or described as suitable for junior high school students, are juvenile, especially if there is no further indication that the audience extends beyond the high school level. With the exception of fiction, works intended solely or primarily for high school age and above are given adult treatment. The notations "young adult" or "YA" should be construed to mean high school level. Treatment of borderline works, including works with the notation "for all ages," is based on a determination of the primary audience. Fiction for high school age or young adults is treated as juvenile.

1) Intellectual level not indicated. Often the intended age level is not explicitly stated on a juvenile work, particularly if its dust jacket is missing. Recognition of its character must then be based on evidence obtained from a careful examination (e.g., series statement, preface, portions of the text, etc.). In more difficult cases the determination is based on contents, format, publisher, treatment of previous works in the same series, etc. Give any work of this type juvenile treatment if definite evidence is found within the work itself that the publisher or author intended the work to be primarily a juvenile work, or if, because of its format or contents, it is readily evident that it is for juvenile readers.

2) Intellectual level of films. Films are given a MARC code for their intellectual level as follows:

A -- Age 0 - 5 (i.e., Preschool through kindergarten)
B -- Age 6 - 8 (i.e., Primary)
C -- Age 9 - 15 (i.e., Intermediate through junior high)
D -- Age 16 - 19 (i.e., Senior high)
E -- Adult
F -- Special audiences
G -- General

Regard all films through C as juvenile films. A film that has been coded "F" for special audiences can receive no second designation for intellectual level. The intellectual level of this type of film must, therefore, be determined on the basis of its title, summary, or intended audience note.

Classification

1) Topical juvenile materials. Class all topical juvenile material in the appropriate classes A-Z. The numbers PZ9, PZ10, PZ15, and PZ16 are used only in rare cases of amorphous children's books that do not lend themselves to subject classification.

2) Juvenile works numbers. Under any specific topic, assign the class number for Juvenile works to all works for juveniles through age 15 or 9th grade and to all films coded A to C for intellectual level. Materials specifically for senior high school students do not receive juvenile treatment. If no Juvenile works number exists nor deemed necessary for the particular topic, assign the General works number. Do not follow the obsolete practice of classing juvenile materials on a specific topic in an available juvenile number for a broader topic simply because no juvenile number exists for the specific topic. The Popular works number, if available, should be considered for works in the AC program that are not considered to be juvenile by LC definition.

3) Textbooks. Class school textbooks in the Juvenile works number for the particular topic unless the schedule provides specifically for textbooks. If no special caption exists, class school textbooks in the General works number. Do not class juvenile textbooks, including teachers' editions, in class L. Class teachers' editions together with the students' editions.

4) Juvenile belles lettres. Class in PZ all books of fiction, in all languages, through young adult, as well as films coded A to D for intellectual level, juvenile fiction sound recordings, picture storybooks, alphabet and counting books with a story line, stories in rhyme, juvenile folk tales, and traditional nursery rhymes. Juvenile fiction, folklore, etc., in English are classed in PZ5-10.3; other languages are provided with similar ranges. Class juvenile poetry, drama, and humor in the P-PT literature schedules.

5) Juvenile films and sound recordings. Class these materials by subject in the appropriate classes A-Z. Under any specific topic, assign the class number for Juvenile works to all works through age 15 or 9th grade.

6) Polyglot and bilingual books. Class juvenile polyglot belles lettres, including fiction, poetry, and drama in PZ10.5. Class topical polyglot juvenile books in the appropriate classes A-Z. Class bilingual juvenile fiction, fairy tales, folklore, and fables in the juvenile numbers of the lesser-known language. Class bilingual editions of juvenile poetry and drama in P-PT with the original language.

Subject Headings

1) Topical juvenile materials. Assign LC juvenile subject headings and subdivisions to topical materials for juveniles through age 15 or 9th grade. Use the form subdivisions **--Juvenile films**, **--Juvenile literature**, and **--Juvenile sound recordings** as the final element in all subject headings assigned to topical juvenile materials unless special form headings or subdivisions have been established, e.g., **Children's encyclopedias and dictionaries; --Dictionaries, Juvenile.** With rare exceptions, if a work is assigned any juvenile heading, all headings assigned must reflect the juvenile nature of the work.

2) Textbooks. Assign the heading **[topic]--Juvenile literature** to textbooks for children through age 15 or 9th grade. Do not use the subdivision **--Text-books** as a form subdivision for textbooks. Follow the criteria for the use of this subdivision presented in the "Introduction," 8th ed., LCSH, which specify that **--Text-books** is used under topical headings for works that discuss textbooks on the topic. In those few cases when usage of a form subdivision for textbooks has become an established practice, however, continue to follow the practice.

Geography--Text-books--1945-
Religious education--Text-books--Jewish

3) Juvenile belles lettres. Assign juvenile form headings and subdivisions to belles lettres for children through high school, including young adults, e.g., **Children's stories; Nursery rhymes; --Juvenile drama; --Juvenile fiction; --Juvenile poetry.** When juvenile form headings do not exist and are not deemed appropriate to establish, assign adult headings, e.g., **Ghost stories; Detective and mystery stories.**

Do not use the subdivision **--Juvenile literature** under form headings for juvenile belles lettres. The exceptions to this practice that occurred in the past, e.g., **Limericks--Juvenile literature; Riddles--Juvenile literature**, have been removed from LCSH and should not be used or re-established.

Do not treat folklore materials as belles lettres.

Polyglot books. Establish and assign to both individual works and to collections of juvenile fiction, drama, and poetry presented in three or more languages headings of the type **Children's stories, Polyglot; Children's plays, Polyglot; Children's poetry, Polyglot.**

4) Juvenile films and sound recordings. Assign headings of the type **[topic]--Juvenile films** or **[topic]--Juvenile sound recordings** to materials with the intellectual level code A, B, or C. Also assign headings of this type to materials coded F (for special audiences) if there is evidence that the material is juvenile in nature.

5) Audiovisual materials related to books. When a juvenile sound recording or film represents an audio or projected version of a published work already cataloged at LC, the original headings assigned are not necessarily retained unless the contents and intellectual levels are the same for both manifestations of the work. The same is true for books based on AV materials. For belles lettres, for example, a film version of a juvenile work is frequently produced for a much broader audience and, therefore, is assigned an intellectual code of E or G. In such cases, treat the film version as an adult work, although the published work requires juvenile treatment.

Summary

1) Books (Topical)

a) Assign juvenile class numbers in topical classes through age 15 or 9th grade.
b) Use **--Juvenile literature** or other juvenile headings through age 15 or 9th grade.
c) Bracketed children's literature headings are assigned to all works in the AC program.
d) Summaries are added to all works in the AC program.

2) Books (Belles lettres)

a) Assign PZ class numbers to fiction primarily for children through high school; for other belles lettres assign numbers in P-PT literature schedules.
b) Use **--Juvenile fiction** or other juvenile headings or subdivisions through high school, including young adults.
c) Bracketed children's literature headings are assigned to all works in the AC program.
d) Summaries are added to all works in the AC program.

3) Textbooks

a) Assign juvenile class numbers in topical classes through age 15 or 9th grade or class with elementary texts, etc., if schedule so provides.
b) Use **--Juvenile literature** or other juvenile headings through age 15 or 9th grade, unless subdivided by **--Text-books** (or variation thereof).
c) Bracketed children's literature headings are assigned to all works in the AC program.

d) Summaries are added to all works in the AC program.

4) Films and Sound Recordings (Topical)

a) Assign juvenile numbers in topical classes through age 15 or 9th grade or for intellectual levels A-C (and F, if appropriate).
b) Use --Juvenile films or --Juvenile sound recordings through age 15 or 9th grade or for intellectual levels A-C (and F, if appropriate).
c) Bracketed children's literature headings are assigned for intellectual levels A-D, as well as E-G if suitable also for children.
d) Summaries are added.

5) Films and Sound Recordings (Belles lettres)

a) Assign PZ class numbers to fiction films through high school or for intellectual levels A-D, unless limited to 11th and 12th grades (and if appropriate); for other belles lettres films assign numbers in P-PT.
b) Use --Juvenile films or --Juvenile sound recordings through age 15 or 9th grade or for intellectual levels A-C; do not use for age 16+ or level D.
c) Bracketed children's literature headings are assigned for intellectual levels A-D, as well as E-G if suitable also for children.
d) Summaries are added.

PUNCTUATION FOR SUBJECT TRACINGS

1) Period after subject tracing number. Always place a period after the arabic numeral designating subject tracing number. Leave one space before the first letter of the subject heading.

2) Period at the end of a tracing. Always place a period at the end of a tracing. Omit, however, the final period if the final element in the tracing is a closing parenthesis, an open date, or some other mark of ending punctuation.

1. Seasonal variations (Economics)
1. Education--Washington (D.C.)
1. United States--Economic policy--1981-
1. Capote, Truman, 1924-
1. Sienkiewicz, Henryk, 1946-1916. Quo vadis?

3) Dashes. Subdivisions are designated by placing a dash before the subdivision (two adjacent hyphens on a typewriter).

1. Soviet Union--Foreign relations--United States--Bibliography.

4) Hyphens

a) Use the hyphen with no space before or after.

Afro-Americans
X-rays
High school teachers--In-service training
St. Louis-San Francisco Railway

b) Dates. Use a single hyphen to separate dates, even when the hyphen is the last element of a tracing because the date has not yet been filled in.

1. United States--History--1945-
1. China--Civilization--1912-1949.

For specific instructions on open dates and spacing if a subdivision or other information follows the open date, see below.

5) Abbreviations

a) Do not leave space after periods within an abbreviation.

C.O.D. shipments
Bible. N.T. Matthew.
Washington (D.C.)
Russian S.F.S.R.
Egypt--History--To 332 B.C.

b) Do not leave space between adjacent initials when a personal name forms part of a corporate name or part of a subject heading.

C.S. Wertsner & Son
I.G. Farben Trial, Nuremberg, 1947-1948

c) Do not leave space after letters within an acronym.

DYNAMO (Computer program language) MARC System

d) Do not leave space after an abbreviation and the dash designating a subdivision or after an abbreviation and the hyphen of a date span.

China--History--Han dynasty, 202 B.C.-220 A.D.--Bibliography

e) Leave one space after the period of an abbreviation and a word that follows in the same element.

C.O.D. shipments
Breakage, shrinkage, etc. (Commerce)
Church finance--Early church, ca. 30-600

However, if the word that follows an abbreviation is a subheading (see 8) below), leave two spaces after the abbreviation.

Bible. O.T. Genesis.
Bible. N.T. Corinthians, 1st.

f) Leave one space within adjacent initials in personal name headings.

Manchester, P. W.
Smith, J. J., 1910-

g) Leave one space between preceding and succeeding initials if an abbreviation consists of more than a single letter.

Charleston (W. Va.)
Adelaide (S. Aust.)
Whitehead, David, Ph. D.

h) Leave one space before and after an ampersand.

Columbus & Greenville Railroad

6) Open dates. If an element ends with an open date and a subdivision or other information (e.g., a title) follows it, leave three spaces after the hyphen before beginning the dash and subdivision or other information.

1. United States--Foreign relations--1981-
Periodicals.
1. Capote, Truman, 1924- --Criticism and interpretation.
1. Capote, Truman, 1924- In cold blood.

Note: In LCSH name/title headings with an interposed open date appear as [name], [open date-] . [title].

Dalí, Salvador, 1904- . Homage to Goya.
Wyeth, Andrew, 1917- . Christina's world.

When assigning headings of this type, ignore LCSH and delete the period between the open date and the title. Leave three spaces after the hyphen before transcribing the title.

Dalí, Salvador, 1904- Homage to Goya.
Wyeth, Andrew, 1917- Christina's world.

7) Name headings established by descriptive catalogers. Use the same punctuation, capitalization, diacritics, and spacing indicated on valid AACR 2 name authority records.

1. St Joseph des Vieux Habitants (Church) [no period after St]
1. Eglise de St-Joachim (Saint-Joachim, Quebec) [no acute accent over capital "E"; no period after St]
1. C.S. Wertsner & Son.
1. Chung-kuo kung ch'an tang.
1. Athens (Greece)--History.

Headings on name authority records usually end with a period. In assigning such headings as subject headings with further subdivision, delete the period before adding the subdivision,

1. Christie, Agatha, 1890-1976.
1. Christie, Agatha, 1890-1976--Addresses, essays, lectures.

However, if the heading ends with a mark of punctuation other than a period, retain this mark of punctuation before adding the subdivision.

1. Association of Flight Attendants (U.S.)--Periodicals.
1. Sienkiewicz, Henryk, 1846-1916. Quo vadis?--Addresses, essays, lectures

8) Subheadings. Subheadings are used in name headings to designate relationships between units and subunits, much in the same way that subject catalogers use subdivisions. Subheadings are always preceded by a period and two spaces. Titles in author/title entries are be considered subheadings for punctuation purposes.

Yale University. Library.
United States. Army. Chaplain Corps.
Shakespeare, William, 1564-1616. Sonnets.
Bible. N.T. Mark.

a) Leave a period and two spaces before each subheading within a tracing.

b) If the name or unit before the subheading is qualified, always place a period after the parentheses, when the name authority record does not have the period

1. New York (N.Y.). Dept. of Social Services.

THE USE OF ABBREVIATIONS IN SUBJECT HEADINGS

1) Policy for subject headings. Generally, do not include standard abbreviations when establishing new subject headings, except when specifically authorized in these instructions. However, transcribe existing headings with abbreviations exactly as they have been established, except when specifically prohibited in these instructions.

2) Policy for name headings used as subject headings. Assign valid AACR 2 personal, corporate names, and jurisdictional names exactly as they appear on name authority records, including all abbreviations.

3) Form and topical subdivisions with abbreviations. Many standard subdivisions were formerly abbreviated on LC cards and may be encountered today when working with pre-1970 records. Spell out all topical and form subdivisions when assigning headings to new works being cataloged. Do not use abbreviations in form or topical subdivisions except etc.

--Description and travel	not	--Desc. & trav.
--History	not	--Hist.
--History and criticism	not	--Hist. & crit.
--Periodicals	not	--Period.
--Politics and government	not	--Pol. & govt.
--20th century	not	--20th cent.

4) Acronyms, initialisms, etc. Establish concepts that are known primarily in an abbreviated form as such. Use the form of the abbreviation, acronym, etc., preferred in reference sources. In all cases, make a see reference from the spelled out form to the abbreviated heading.

C.O.D. shipments
X Cash on delivery shipments
Collect on delivery shipments

DBS/R (Computer system)
X Datenbankbetriebssystem Robotron (Computer system)

DC-to-DC converters
X Direct current-to-direct current converters

DDT (Insecticide)
X Dichlorodiphenyltrichloroethane

MARC System
X Machine-readable Catalog System

T-shirts
X Tee shirts

5) Ampersands. Do not use ampersands in form or topical subdivisions, e.g., --History and criticism not --Hist. & crit. Do not use ampersands to connect the qualifier of a geographic heading, e.g., Harding, Lake (Ga. and Ala.) not Harding, Lake (Ga. & Ala.). In subject headings, always spell out ampersands except in the following situations:

a) Name headings used as subjects. Use the name heading with an ampersand, if it appears on a name authority record.

Black & Decker Manufacturing Company (Towson, Md.)
C.S. Wertsner & Son.
Dow, Jones & Co.

b) Railroad headings established by subject catalogers. Headings for specific railroad lines are established by subject catalogers and should match the corporate railroad heading as closely as possible, but should not contain the word "Company" or its equivalent. If the corporate railroad heading includes an ampersand, retain the ampersand in the subject heading for the railroad line.

Columbus & Greenville Railroad
Chicago, Burlington & Quincy Railroad

6) Dates

a) Anno Domini; Before Christ. Continue using the abbreviations **A.D.** and **B.C.**, when appropriate, but only after a specific year or span of years. Do not add **A.D.** to dates unless the dates span both B.C. and A.D. Always specify B.C. dates. If a date span is B.C., add **B.C.** only to the end of the date span.

Egypt--History--332-30 B.C.
China--History--Han dynasty, 202 B.C.-220 A.D.

b) [...] century. Spell "century" in full,

English literature--20th century
Twenty-first century

c) Circa. Continue using the abbreviation "ca." in period subdivisions.

United States--History--Colonial period, ca. 1600-1775
Church history--Primitive and early church, ca. 30-600

d) Names of months. Spell names of months in full.

Washington (D.C.)--Demonstration, 1971 (April 28-May 7)
Bulgaria--History--September Uprising, 1944

7) Doctor; Doctor of [...] Use the abbreviation used in the name authority record.

Dr. William's Library--Catalogs
Francis, John, Dr.--Art collections
Hartmann, Peter, Dr. jur.--Poster collections
Villeneuve, André, M.D.--Addresses, essays, lectures

8) Et cetera. Continue using the abbreviation "etc." in headings and subdivisions.

Law reports, digests, etc.--United States
Surveying--Handbooks, manuals, etc.
Subject cataloging--Anecdotes, facetiae, satire, etc.

9) Geographic qualifiers. Most geographic headings are qualified by the name of the larger geographic unit. Jurisdictions that can be abbreviated when used as geographic qualifiers are listed in AACR 2, p. 556-557.

West (U.S.)
Harpers Ferry (W. Va.)
Harry S. Truman Dam (Mo.)
Kremlin (Moscow, R.S.F.S.R.)
Red River (Tex.-La.)

Note: Do not use ampersands to connect the qualifiers of a geographic heading.

Harding, Lake (Ga. and Ala.)
Overland Telegraph Line (N.T. and S. Aust.)

10) Great Britain. Spell in full; the abbreviation "Gt. Brit." is no longer authorized by AACR 2.

Great Britain--History
Women authors--Great Britain
Labour Party (Great Britain)
Great Britain. Royal Navy

11) Mount; Mountain; Mountains. Spell in full.

Mount Zion Cemetery (Washington, D.C.)
Signal Mountain (Tenn.)
Appalachian Mountains

12) Mr.; Mrs. Use the abbreviation "Mr." or "Mrs." if used in the name authority record.

Mr. A's Boy's Ranch--History
Mr. Lucky. Trick dog training.
Downing, Clyde, Mrs.--Art collections--Catalogs

13) Saint (including foreign equivalents). Spell in full.

Bellini, Giovanni, d. 1516. Saint Francis in ecstasy.
Saint Lawrence River
Saint Ninian's Island (Scotland)

However, when assigning name headings as subjects, use the headings exactly as they appear in name authority records.

Federal Reserve Bank of St. Louis.
Saint Louis Museum of Fine Arts.
St. Louis post-dispatch.
St Joseph des Vieux Habitants (Church) [no period after St]
Eglise de St-Joachim (Saint-Joachim, Québec) [no acute accent over capital "E"; no period after St]

14) United States. Spell in full.

United States--Economic conditions
France--Foreign relations--United States
Progressivism (United States politics)
Post exchanges (United States Army)

However, as a geographic qualifier, "United States" is always abbreviated "(U.S.)".

Atlantic Coast (U.S.)
West (U.S.)

However, when assigning name headings as subjects, use the headings as they appear in name authority records.

United States. Congress. House.
United States. Dept. of Agriculture.

U.S. Army Engineer Topographic Laboratories.
U.S. Nuclear Regulatory Commission.

US Army Military Police School.
US-USSR Joint Symposium on Myocardial Metabolism.

Chemical Center and School (U.S.)
Ryukyu Islands (United States Civil Administration, 1950-1972)

GENERAL SEE ALSO REFERENCES

Definition. A general see also reference is a reference made not to specific individual headings but to an entire group of headings, frequently listing one or more individual headings by way of example.

Background. There are numerous instances in LCSH of general see also references having been made because it was considered impractical to list as specific see also references all individual headings encompassed by a broader heading even though such specific references would have been theoretically logical and proper within a hierarchical reference structure. In such situations, a general see also reference serves to suggest to the user of the subject headings list the pattern of the headings under which a particular class or group of topics is entered. It would have been, for example, appropriate in theory to construct the following heading and reference structure:

Tools
sa Axes
Files and rasps
Hammers
Knives
Pliers
Saws
Screwdrivers
Wrenches
etc.

For reasons of economy in LCSH, however, listings of individual headings of this type were not normally made. Instead a single general see also reference was made.

Tools
sa individual tools, e.g. Files and rasps; Saws

Such references serve also to alert users of LCSH who are unaware of the principle of specificity that they may be searching under a broader term than is proper for the specific topic they seek and to provide guidance as to the type of heading more appropriate to their search.

The practice of making new references of this type has now largely been abandoned in favor of making a specific reference from a broader heading whenever a new heading is established. Existing general see also references of this type are being retained in LCSH until all individual headings that had formerly been covered by the general reference are actually printed as specific see also references. There are other categories of general see also references that have been made in the past and that may still be made. These include references to sub-

divisions that are free-floating or that are so frequently established that it would be impractical to list in LCSH each instance of their use.

Law
as subdivision Law and legislation under subjects

Taxation
as subdivision Taxation under subjects

Piers
as subdivision Docks, wharves, etc. under names of cities

Also included are general references to categories or types of name headings.

Baseball clubs
see names of individual baseball teams

and general references of the type

Kidneys
see headings beginning with the word Renal

Many general see also references combine elements of more than one of these categories.

Exhibitions
as subdivision Exhibitions under names of cities and subjects, e.g. Bookbinding--Exhibitions; and names of individual exhibitions

These references always appear at the end of the alphabetical listing of specific see also references.

Procedures

1) General see also references and free-floating subdivisions. There is no direct relationship between general see also references to subdivisions and provisions making subdivisions free-floating. The presence of a general see also reference to any subdivision does not automatically authorize the assignment of that subdivision on a free-floating basis. Treat only those subdivisions that have been explicitly listed as being free-floating (for example, see the preface to the 1979 Supplement to LCSH).

2) General see also references vs. specific references. Provide specific see also references in preference to a single general see also reference whenever possible. Make new general see also references only in the following circumstances:

a) To refer from a generic heading to a free-floating subdivision or to a non-free-floating subdivision used so frequently that it would be impractical to provide a complete list of specific references

Taxation
as subdivision Taxation under subjects

Note: Whenever a formerly non-free-floating subdivision is declared free-floating, cancel all specific see also references that have been made to the subdivision under the generic heading and provide

instead a general see also reference. For example, when the subdivision --**Alchohol use** was made free-floating, specific references to it under the heading **Alcoholism** were cancelled and a single general reference established in their place.

b) To refer from a subject heading to a category or type of name heading that is normally not printed in LCSH.

Banks and banking
sa names of individual banks

c) To refer from a generic heading to a group of headings all beginning with the same word.

Science
sa headings beginning with the word Scientific

3) Formulating general see also references. For the consistency in LCSH, use, whenever possible, the following formulations in constructing general see also references:

a) References to subject headings:

sa headings beginning with the word [...]

b) References to name headings:

sa names of individual [...]

c) References to subdivisions used under subject headings:

sa subdivision [...] under subjects

sa subdivision [...] under individual [wars, animals, parts of the body, languages, etc.]

d) References to subdivisions used under name headings:

sa subdivision [...] under names of individual [...]

e) References to subdivisions used under place names:

sa subdivision [...] under names of countries, cities, etc.

sa subdivision [...] under names of countries, etc. [for subdivisions used only at the country level]

sa subdivision [...] under names of cities [for subdivisions used only at the city level]

If several of these elements are incorporated into a single reference, use the following order in constructing the reference:

sa subdivision [...] under [type of place name]; also subdivision [...] under names of [category of name headings] or subjects [or individual wars, animals, etc.]; also headings beginning with the word [...]; and names of individual [category of name headings]

Note that each clause begins with the word "also" except for the final clause which begins with the word "and." Each clause is separated from the following clause by a semicolon.

This phraseology should serve as the pattern for the most common situations in which general see also references are required; slight modifications may be required for especially complex or unusual situations.

4) Providing examples in the reference

a) Past practice, reflected throughout LCSH, was to provide examples routinely to illustrate nearly all general references. This practice is no longer followed. Instead, provide examples in the reference only if they are required for clarity.

Time management
sa subdivision Time management under classes of persons

Pamphlets
sa subdivision Pamphlets under 16th, 17th and 18th century period subdivisions of European and American history, e.g.
Germany--History--1517-1648--Pamphlets; and under individual wars, e.g. United States--History--Civil War, 1861-1865--Pamphlets.

b) Never provide an example illustrating the use of a subdivision under the name of a place, since such usage is self-evident.

Libraries
sa subdivision Libraries under names of cities

not

Libraries
sa subdivision Libraries under names of cities, e.g.
New York (N.Y.)--Libraries

c) Avoid, whenever possible, using name headings as examples, especially name headings that are not already printed in LCSH. However, if the name heading also serves as a pattern subject heading and is, therefore, already printed in LCSH, it may be cited as an example.

d) Pattern headings as examples. When providing examples to illustrate a general reference, always choose a pattern heading if the category being illustrated is controlled by a pattern heading. Be more generous in providing examples to illustrate the use of a subdivision if it can be illustrated by adding a pattern heading.

LATIN AMERICA

Purpose. To provide guidelines for assigning the subject heading **Latin America** and **Latin Americans** and for constructing and assigning headings incorporating the adjectives **Latin American** and **Spanish American**.

Background. The subject heading **Latin America** replaced **Spanish America** in 1964. The heading **Spanish Americans** was discontinued and made a see reference to **Latin Americans** in 1979.

Reference. The information presented here updates Cataloging Service, bulletin 5 (page 2).

Procedures

1) Latin America. Assign the heading **Latin America** to works dealing collectively with the area and/or countries south of the Rio Grande, as well as all or parts of three or more of the regions that make up Latin America, i.e., Mexico, Central America, South America, and the West Indies.

Also assign **Latin America** as the collective geographic heading and subdivision for the Spanish-speaking countries of Latin America.

2) Latin Americans. Assign the heading **Latin Americans** to works dealing with the citizens of Latin America.

Use the heading **Hispanic Americans** for United States citizens of Latin American descent.

3) Latin American. Construct and assign headings incorporating the adjective "Latin American" to designate region, ethnic group, etc.

Arts, Latin American
National characteristics, Latin American
United States--Foreign opinion, Latin American

Use **"Latin American"** to qualify literary subject headings, or those with a linguistic connotation, to refer to material relating collectively to the Spanish, Portuguese, and/or French-speaking countries of Latin America.

Authors, Latin American
Children's stories, Latin American
Latin American newspapers

4) Spanish American. Qualify literary subject headings, or those with a linguistic connotation, with the adjective **"Spanish American"** to refer to material limited to the parts of Latin America where Spanish is the prevailing language.

Spanish American periodicals
Spanish American poetry
Satire, Spanish American

MULTIPLE SUBDIVISIONS

Background. Cataloging Service Bulletin, no. 10 (p. 30) contained background information on the use of multiple headings. As indicated there, construction of new multiple headings was discontinued in 1979. Each newly created heading that would formerly have been unprinted because of the existence of a multiple heading in LCSH is now printed if it is required for new material being cataloged. Existing multiple headings are being retained in LCSH, however, only to serve as an indication to users that the individually printed headings do not necessarily constitute an exhaustive list of valid forms of the heading and that many additional forms of the heading may have been created for works cataloged before 1979. Subject Cataloging Division policy regarding multiple subdivisions, however, is quite different from the policy for multiple headings. Multiple subdivisions are still in use and are still being added to LCSH. The purpose here is to describe the conditions under which new multiple subdivisions are being established and how they are to be used.

Definition and description. A multiple subdivision is a subdivision in LCSH that incorporates bracketed terms, generally followed by the word "etc." This device is used to suggest the creation of similar subdivisions under the heading. The presence of a multiple subdivision under a heading in LCSH automatically gives free-floating status to analogous subdivisions under the same heading and, if the heading is a pattern heading, under those headings that it controls.

World War, 1939-1945--Personal narratives, American, [French, German, etc.]
Jesus Christ--Attitude towards Jewish dietary laws, [Attitude towards Jewish law, etc.]
Subject headings--Aeronautics, [Education, Law, etc.]
Abortion--Religious aspects--Buddhism, [Christianity, etc.]
Handicapped children--Education--Art, [etc.]
Names, Personal--Scottish, [Spanish, Welsh, etc.]

Many free-floating subdivisions under place names, although not actually printed under any heading in LCSH, also function as multiple subdivisions, in that not only the subdivision itself but also the bracketed element may be assigned on a free-floating basis.

--Hurricane, [date]
--Siege, [date]

The functional equivalent of a multiple subdivision is in some instances presented in LCSH in the form of an instructional scope note.

Ocean currents
Subdivided by body of water, e.g. Ocean currents --Atlantic Ocean.

Eclipses, Solar
Subdivided by date, e.g. Eclipses, Solar--1854.

Such scope notes allow for free-floating subdivision of the heading as described and illustrated in the note in the same manner as a multiple subdivision. (Do not confuse scope notes of this type with general see also references that do not necessarily authorize free-floating usage of a subdivision.)

Procedures

1) Proposing new multiple subdivisions

a) When proposing a new multiple subdivision, follow the format and punctuation of the following example, including placement of commas and brackets:

Jesus Christ--Attitude toward Jewish dietary laws, [Attitude toward Jewish law, etc.]

b) List one subdivision outside the brackets and generally only one additional subdivision inside the brackets unless more than one is needed to avoid ambiguity as to the type of subdivision or qualifier being illustrated. Use the word "etc." as the final element within the brackets.

c) Never propose any x, xx, or sa references to be established under headings with multiple subdivisions. If a reference is required for an individual subdivision that would be free-floating because of the existence of the multiple, establish that individual subdivision separately, making the required reference(s).

2) Further subdividing headings with multiple subdivisions. If it is necessary to use a non-free-floating subdivision as a further subdivision under a heading having an established multiple subdivision, establish the non-free-floating subdivision as a further subdivision under the multiple, provided the subdivision has general application. Its usage will thereby be allowed under all subdivisions of the type illustrated by the multiple. For example, if it is necessary to assign the heading **Mentally handicapped children--Education--Reading--Law and legislation--United States**, establish the subdivision **--Law and legislation** under the existing multiple, as follows:

Mentally handicapped children--Education--English language, [Reading, etc.]--Law and legislation

Do not make any **x**, **xx**, or **sa** references. The subdivision **--Law and legislation** would then be authorized for use under any heading of the type **Mentally handicapped children--Education--[topic]**.

3) Assigning headings with established multiple subdivisions. Once a multiple subdivision (or its equivalent, as described above) has been established under a heading, formulate and assign any subdivision falling within the scope illustrated by the multiple subdivision as a free-floating subdivision under that heading or, if it is a pattern heading, under any heading that it controls.

Note: It is usually necessary when assigning a free-floating subdivision of this type to assign at least one additional heading to the work being cataloged to bring out the topic named in the subdivision.

Title: The Hawaiian incident : an examination of Mr. Cleveland's attitude toward the Revolution of 1893.
1. Cleveland, Grover, 1837-1908--Views on the Hawaiian Revolution of 1893.
2. Hawaii--History--Revolution of 1893.

The first subject heading is authorized by **Lincoln, Abraham, 1809--1865--Views on slavery, [Views on temperance, etc.]**

Title: The best name book in the whole wide world
1. Names, Personal--English.
2. English language--Etymology--Names.

The first subject heading is authorized by **Names, Personal--Scottish, [Spanish, Welsh, etc.]**

Title: Ordination of priests in the Roman Catholic Church.
1. Ordination--Catholic Church.
2. Catholic Church--Clergy.

The first subject heading us authorized by **Ordination--Baptists, [Catholic Church, etc.]**

LC CLASSIFICATION

BIOGRAPHY CLASS NUMBERS AND THE CLASSIFICATION OF BIOGRAPHY

Background. In the LC Classification System it is customary to provide special biography numbers under a discipline whose span of class numbers has been expanded to any great extent. These

numbers are normally positioned in the generalities area, which occurs at the beginning of the span of numbers before the subtopics of the discipline are indicated. A typical provision for biography is

	Biography
425	Collective
426	Individual, A-Z

Although such numbers are called biography numbers, various kinds of other works are classed in such numbers in addition to works that merely present facts concerning the personal life of an individual. Such numbers are used for any work whose purpose it is to relate an individual (or group of individuals) to a discipline. Such works may and often do give personal details, but they may also merely discuss the individual's activities, contribution, views, etc., relating to the discipline. The purpose here is mainly to present guidelines for classing works in biography numbers. In addition, it also provides some guidance on the classification of biographies in general, regardless of whether they are classed in biography numbers.

Procedures

1) General rule. Class biographical works, individual or collective, with the topic with which the biographee(s) is most closely identified. Use the special biography numbers provided under the topic for this purpose. Class in CT (General biography) only biographies of individuals not identified with a special topic. For an exception, see 5) below.

2) Establishing biography numbers. If biography numbers have not been provided under the topic, provide them in accordance with the traditions of the particular schedule.

Provide new numbers under specific subtopics the first time they are required, if custom so dictates, as often is the case in the history classes.

Use the biography numbers provided under the major discipline rather than creating new numbers under the subtopic, if that is the normal treatment, such as in Class Q.

If normal for the class, use the General works number under very specific subtopics when no biography number is available and under existing circumstances an expansion of the form caption area is unjustified.

3) Form of captions. When establishing biography numbers, establish a pair of numbers at the same time, following the above example. Use the captions indicated unless the particular schedule provides for other standard captions. When possible, avoid splitting class numbers by use of Cutters; use decimals instead.

915.49	Biography		915.5 Biography
.5	Collective	not	.A1A-Z Collective
	Individual		.A3-Z Individual, A-Z

4) Collective vs. individual biography

a) Works of collective biography. Class as collective biography works that discuss the lives and/or contributions of two or more individuals, if a discrete section in the work is devoted to each individual.

b) Works on the individual. Class as individual biography a continuous narrative that discusses the life or the contribution to the topic of a single individual. Also class autobiographies as individual biography.

Consider as individual biography works of the type My life with [a famous person] as well as combined biographies of two closely related people, such as a husband and wife, brother and sister. Class such works with the more illustrious person.

c) Single continuous text in which several disparate lives are discussed. Class according to the intention of the author or publisher. If the apparent intent is to tell a single story with stress on one person, class the work as an individual biography. If the intent is to discuss several lives in relation to a topic, family, place, etc., class as collective biography.

d) Biographies of the members of one family. Class as individual biography (unless the particular schedule makes special provision for individual families).

5) Individual biography of persons with multi-faceted careers

a) If the biography emphasizes one particular career, class with that career. For example, class a biography of Schweitzer as a musician in ML; Leonardo da Vinci as a scientist in Q.

b) If a biography discusses several careers in which a person is/was engaged, class with the topic with which the biographee is/was most closely associated. If according to reference works no single career predominates in the life of the biographee (e.g., Albert Schwitzer), class the biography in CT.

6) Order of subject tracings. Whether the work is classed in a general works number or biography number, always assign to biographical works the name of the biographee as the first subject heading. This name will in turn be the name on which the first of two Cutters in the call number will be based.

The word "biographical" above is used in the very broad sense to include only works that are true biographies, but also works that discuss mainly an individual's beliefs, contributions, relation to the discipline, etc. For the above to apply, the individual must be the subject of the work for at least the major portion of the text. However, if the work focuses mainly on a topic and the name of the individual is assigned merely as an additional subject, do not assign the name as the first subject tracing. Instead, assign as the first heading a heading designating the topical aspect of the work.

7) The individual biography table. Works classed in individual biography numbers are always further subarranged in accordance with an appropriate biography table. If such a table is not provided in the particular schedule (such as the individual biography tables of Class D, the artist table of Class N, or the literary author tables of Class P), the following general table is used:

.x	Cutter for the individual
.xA2	Collected works. By date
.xA25	Selected works. Selections. By date Including quotations
.xA3-39	Autobiography, diaries, etc. By title
.xA4	Letters. By date
.xA5	Speeches, essays, and lectures. By date
.xA6-Z	Biography and criticism

Unless the schedule makes special provision, the numbers for Collected works, Selected works, and Speeches, essays, and lectures are very seldom used, since collections of this kind are normally classed with the topic. Without special provisions, assign these numbers only when the collection by the individual biographee is so general that no specific topic can be identified and the work would be otherwise classed in A, e.g., the collected writings of a journalist on all topics. Therefore, most decisions involving the table will be to determine if the work is autobiography, correspondence, or biography and criticism.

Biography tables normally provide for the assignment of two Cutters in the formulation of the call number. Assign the first Cutter for the name of the biographee, i.e., the name of the person indicated in the first tracing of the individual record. Assign the second Cutter according to the provisions of the number and caption selected from the table. For example, if the work is to be classed under Biography and criticism, assign as the second Cutter a Cutter based on the main entry heading of the work. (Note: in case it is not obvious to the reader that the second Cutter in the example is by main entry heading, it should be remembered that subarrangement of works under any class number of the classification system is alphabetically by main entry heading unless there are explicit provisions for another arrangement. For example, in the table .xA4 "Letters" utilizes an arrangement other than by main entry heading. The second Cutter is fixed and the uniqueness of the call number is achieved by the use of dates).

8) Biographies classed in a General works numbers. Never apply a biography table to any biography classed in a General works number, even if a note under the General works caption states "Including biography." Use only the standard provision for Cuttering works of a single author in a General works number (see Cataloging Service, bulletin 120, (page 16)). Such a Cuttering arrangement may be summarized as follows:

Collected works. By date
Selected works. By date
Separate works. By title
Biography and criticism. By author, A-Z

Works by the author (represented by the first three caption lines above) make use of a single Cutter that is applied successively to achieve the indicated subarrangement of works. Works about the author (the fourth caption line above) are arranged by a double Cutter: the first for the author and the second for the main entry heading of the work. Exception: single Cutter autobiographies and correspondence, tracing them as Separate works (the third line above).

ADDITIONS AND CHANGES

At the end of this issue is a questionnaire on the use made of Additions and Changes to LC Classification that the Library of Congress would appreciate your filling out and submitting.

SHELFLISTING

ADDING DATES TO MONOGRAPHIC CALL NUMBERS

Purpose. To provide guidelines for adding dates to monographic call numbers, including listing of exceptions and resolution of conflicts that arise when more than one date is available for use. Also included is the preferred order for shelflisting various editions, facsimiles, translations, abridgments, and criticisms of a work.

Reference: The following supersedes "Shelflisting the various editions of a work" in Cataloging Service Bulletin, no. 3, (page 20-23).

Background: Until April 1982 a date was added, or not added, to a call number for a variety of reasons, including corporate authorship, previous edition(s), publishing statements, etc. Several memoranda were followed by LC shelflisters in determining if a date were necessary and, when applicable, which date to add. No standard, easily followed guideline existed. There is currently only one rule, which has a severely limited number of exceptions.

The implementation of the following guidelines will have a positive impact on other library activities, such as collections improvement in facilitating the identification and subsequent weeding of previous editions, surplus copies, etc.; on bibliographic control in assisting the reference librarians to identify more readily the most recent work in a given subject area; and on acquisitions in identifying new works or the most recent editions.

The basic rule is to add the date of imprint to all monographs.

197- ; use 1970z. [if corporate body, use 1970]
197-? ; use 1970z. [if corporate body, use 1970]
19-- ; use 1900z. [if corporate body, use 1900]
19--? ; use 1900z. [if corporate body, use 1900]
1976? ; use 1976
ca.1976 ; use 1976.
1981, c1980 ; use 1981.
1971, c1972 ; use 1972.
1979 [i.e. 1978] ; use 1978.
1962 or 1963 ; use 1962.
1969 (1973 printing) ; use 1973.
1980 printing, c1957 ; use 1980.
1979 [distributed] 1980 ; use 1979.
1979-1981 ; use 1979.
between 1977 and 1980 ; use 1977.
1978/79 [i.e. 1978 or 1979] ; use 1978

Special situations

1) Congress or conference heading. If present, add the date of the congress or conference found in the heading; otherwise, use the imprint date.

date in heading: 1981, use 1981.
date in heading: 1979-1980, use 1980

2) Photocopy or facsimile. Add the date of the original work and the work letter "a".

.U54 1952, .U54 1952a, .U54 1952aa, [etc.]

3) Edition. Use the imprint date. If another edition is received with the same imprint date, use work letters starting with "b".

.I33 1982, .I33 1982b, .I33 1982c, [etc.]

4) Corporate authorship. Use the imprint date. If another work by the same corporate body is received, use work letters starting with "a".

.R37 1981, . R37 1981a, .R37 1981b, [etc.]

Exceptions

1) Supplement. Supplements are indicated by adding "Suppl." to the call number of the original work. No date is to be added.

.K56, .K56 Suppl., .K56 Suppl. 2, [etc.]

.C64 1977, .C64 1977 Suppl., .C64 1977 Suppl. 2, [etc.]

2) Class subarranged by date only. If a work is classed in an area that is subarranged by date only, do not add another date to the call number. Instead, add a work letter to the date.

CD1106 1918, CD1106 1918a, [etc.]

3) Class subarranged by date and main entry heading. Although a date appears as part of the classification number, the imprint date should also be added to the call number.

GV722 1952 .W4 1981

Sheflist order

original work	Cutter and date	.L55 1952
facsimile or photocopy of original work	Cutter and date with "a"	.L55 1952a (.L55 1952aa, ab, etc.)
edition or reprint	Cutter and date	.L55 1967
facsimile or photocopy of edition	Cutter and date of edition with "a"	.L55 1967a (.L55 1967aa, ab. etc.)
translation	Cutter expanded by 12-19 and date	.L5513 1963 English translation)
abridgement or condensed version	Cutter expanded by 2 and date	L552 1980 .S6L552 1980
translation of abridgement or condensed version	Cutter expanded by 212 - 219 and date	.L55213 1982 (English translation)
selection	Cutter expanded by 25 and date	.L5525 1981 .S6L5525 1981
translation of selection	Cutter expanded by 2512-2519 and date	.L552513 1982 (English translation)
criticism	Cutter expanded by 3 or 3-39 and date	.L553T5 1976 .S6L5537 1976

If shelflisting a translation of a criticism, use the translation table.

VOLUME DESIGNATIONS

In the Library's semi-annual report that appeared in the Library of Congress Information Bulletin, June 11, 1982, it was reported on page 174 that a change in shelflisting practice was instituted whereby volume designations would henceforth be expressed in English in all cases. It was also noted that this change would be reflected in call numbers of bibliographic items. In essence, the change is strictly a change in internal Library of Congress procedures and does not affect the call numbers of records distributed to the library community.

Briefly stated, this change is: When maintaining the inventory record within the Shelflisting Section and when writing the final call number in the individual volume, use English volume designations rather than those in the vernacular of the catalog record for all monographic, non-analyzable, multipart items. This change in procedure does not affect serial entries, entries of any type which are analyzable in nature, or volumes being added to catalog records already established in the library.

DECIMAL CLASSIFICATION

DEWEY MANUAL

The Manual on the Use of the Dewey Decimal Classification, prepared by the Decimal Classification Division, is now available from its publisher Forest Press, 85 Waterliet Avenue, Albany, New York 12206, for $20.00 (595 pages, plastic-impregnated paper binding). The manual consists of three parts: 1) general principles of library classification and of the DDC, 2) a discussion in schedule order of the structure of the tables and schedules, accompanied by guidance in classifying items in difficult areas, and 3) indexes by DDC numbers referred to and topics discussed.

BRACKETED DDC NUMBERS IN LC CATALOG RECORDS

The following indicates the meaning of bracketed number for specific classes of works as assigned by the Decimal Classification Division:

1) Adult works

a) Works belonging to a series. A class number followed by an "s," e.g., 081s, is the number assigned to the entire series as a collected set. The associated bracketed class number, e.g, [326.9747], is the specific class number for the analytic of the series covered by the particular record. The specific number is supplied for those libraries wishing to classify separately the various individual items in the set.

b) Biography. A bracketed "B" is assigned to works that are primarily biographical; if more than half the work deals with the person's relation to the subject or to the field of study with which he/she is associated, the [B] is not given.

1)) Monographs. For monographic items, separately classified, a specific class number and a bracketed "B" are given.

780′.92′4 [B]

2)) Series. For series that LC collects, the series number is given followed by a bracketed specific number for the particular analytic and a bracketed "B".

780'.92 4s
[788'.66'0924] [B]

c) Works classed in a legal series. Four numbers are usually assigned to works in a legal series classed together. The Decimal Classification Division gives both the preferred number (collected set number and specific number for the analytic) and the Option B number (collected set and analytic). The preferred citation order is: 34 & kind of law & jurisdiction & subdivision of kind of law; Option B: 34 & jurisdiction & kind of law then subdivision of the kind.

Preferred	345.73s	[345.73'077]
Option B	347.305s	[347.30577][1]/

2) Juvenile works

sion.

a) Easy books. Easy books without a readily defined topic in a recognized field of study, e.g., Tommy Takes His First Trip to the Store, are assigned a bracketed "E."

[E]

Easy books with a discernible topic in a recognized field of study are assigned a specific number for the topic and a bracketed "E."

942 [E]

b) Fiction. For works K-3, through age 8, only a bracketed "E" is assigned. If the protagonist is near adulthood (over 16) or the style of writing requires the language skills of an adult (e.g., Oliver Twist), a class number will be assigned as well.

823'.8 [Fic]

Adult fiction that has been deemed appropriate for a juvenile as well will bear a class number.

823'.8 [Fic]

c) Biography

1)) Without subject or disciplinary association. If the biography is of one person, [92] is assigned; if it is of more than one person, [920] is assigned.

2)) With subject or disciplinary association. If the biography is of one person, a class number for biography in the particular subject is assigned as well as a bracketed "B" and a bracketed "92."

509'.2'4 [B] [92]

If the biography is of more than one person, a class number for biography in the particular field, a bracketed "B," and a bracketed "920" are assigned.

509'.2'4 [B] [920]

---

[1]/ Segmentation marks can be given for the preferred citation order only.

PUBLICATIONS

CLASS S, AGRICULTURE

The fourth edition of Class S, Agriculture, was recently published. It is for sale by the Cataloging Distribution Service for $15.00.

This edition is a cumulated edition. The only significant change is the relocation of nurseries and the nursery industry to a more logical location in the scheme. Other changes are the deletion of parenthetical numbers, the updating of terminology, and the arranging of notes and references to conform to current practice. The index is new.

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ADDITIONS AND CHANGES TO LC CLASSIFICATION

The Library of Congress has published Additions and Changes to LC Classification since 1928, generally on a quarterly, noncumulative basis. It has been assumed that upon receipt of each issue subscribers record the changes into their classification schedules. However, it is recognized that this assumption may be wrong. If Additions and Changes would be used more easily by subscribers if it appeared on a less frequent basis, the frequency of publication would be changed. However, cumulation would still not be possible.

Your response to the questions below would assist in determining whether to change the frequency of Additions and Changes.

1. When an issue of Additions and Changes is received: (check all that apply

   _____ All class numbers are written into a master schedule.

   _____ Important class numbers are written into a master schedule.

   _____ The issue is routed to catalogers, who may write some class numbers into their copies of the schedules.

   _____ The issue is routed/looked at and filed.

   _____ The issue is filed.

   _____ The older issues are consulted as needed.

   _____ The older issues are not consulted because it's difficult and time-consuming

   Comments:

2. The ideal frequency of publication of the noncumulative Additions and Changes would be: (check only one)

   _____ Quarterly as currently

   _____ Twice a year (containing 6 months of class numbers)

   _____ Once a year (containing 12 months of class numbers)

   _____ Other (describe)

3. I would want LC to develop a service that would inform me of new numbers on a monthly basis, even if it were expensive,

   a. If A&C is published on a semi-annual basis Yes No (Circle one)

   b. If A&C is published on an annual basis Yes No (Circle one)

   Comments:

Send to:

Chief, Subject Cataloging Division
Library of Congress
Washington, D.C. 20540

Name _____
Title _____
Library _____
Address _____
_____
_____

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DIVEHI

Consonants

ހ	h	ތ	t^{h}
ށ	ḍ or ḇ[1]	ލ	l
ނ	n[2]	ގ	g
ރ	r	ފ	f
ބ	b	ސ	s
ޅ	l	ދ	ḍ
ކ	k	ޖ	j
ާ	' or ḥ or omit[3]	ޗ	c
ވ	v	ޘ	z
މ	m	ޠ	t
ފ	f	ޕ	p
ދ	d	ޔ	y

Vowels[1]

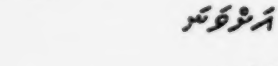
◌	a	◌	e
◌	ā	◌	ē
◌	i	◌	o
◌	ī	◌	ō
◌	u	◌	omit[2]
◌	ū		

Divehi equivalents to represent Arabic letters

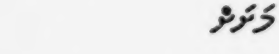
ثُ (ث)	th	ضُ (ض)	ḍ
ﺣ (ح)	ḥ	ﻃ (ط)	ṭ
ﺧ (خ)	kh	ظُ (ظ)	ẓ
ذُ (ذ)	dh	ﻋ (ع)	ʿ
شُ (ش)	sh	ﻏ (غ)	gh
صُ (ص)	ṣ	قُ (ق)	q

Notes

1. Romanize ﷺ as ḫ, when it doubles the following consonant, or is used as a glottal stop, e.g.,

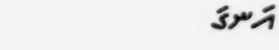


aḫvana

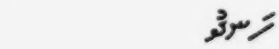


madaḫ

2. When used in medial position without ◌ْ (sukun), romanize as ṁ, e.g.,

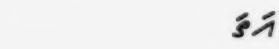


aṁga

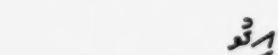


haṁdu

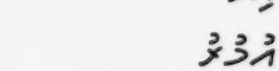
3. (a) When used in the initial position with any vowel sign, do not romanize, e.g.,



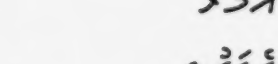
ata



idu



umuru

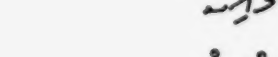


egahugi

(b) When used in the medial position with any vowel sign, romanize as ' , e.g.,

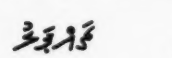
ha'ihūnu

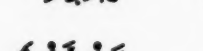
fa'ina



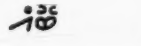
k'īn

(c) When a consonant follows ◌ in a medial position, double it in romanization, e.g.,

 cappalu

 appacci

(d) When used in the final position with ◌ , romanize as ḥ, e.g.,

 boḥ

biheḥ

4. Romanize ◌ followed by another ◌ as ṭ, e.g.,

aṭṭeri

5. Only the vowel forms that appear at the beginning of a syllable are listed. When the vowels follow a consonant, ◌ is not used and the vowel signs are added to the consonant forms. Do not distinguish between the two in romanization.

6. ◌ (called sukun), generally indicates omission of inherent vowel in a consonant. For its other uses, see notes 1, 3, and 4 above.

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MOPLAH IN ARABIC SCRIPT

Vowels and diphthongs[1]

أ	a	ഄ	e
آ or ا	ā	ഄേ	ē
إ	i	ഐ	ai
إي	ī	ഒ	o
أ	u	ഓ	ō
أو	ū	ഔ	au
أ	ṛ		

1. Only the vowel forms that appear at the beginning of syllables are listed; the forms used for vowels following a consonant exclude ا (alif), except in the case of ā (آ or ا). No distinction between the two is made in romanization.

Consonants

Gutturals

Initial	Medial	Final	Alone	Value
ک ـ	ـک	ـک	ک	k
کھ	ـکھ	ـکھ	کھ	kh
گ	ـگ	ـگ	گ	g
گھ	ـگھ	ـگھ	گھ	gh
ںٔ	ـںٔ	ـںٔ	ںٔ	ṅ

Palatals

چ	ـچ	ـچ	چ	c
چھ	ـچھ	ـچھ	چھ	ch
ج	ـج	ـج	ج	j
جھ	ـجھ	ـجھ	جھ	jh
ञ	ـञ	ـञ	ञ	ñ

Cerebrals

Initial	Medial	Final	Alone	Value
ٹ	ٹ	ٹ	ٹ	ṭ
ٹھ	ٹھ	ٹھ	ٹھ	ṭh
ڑ	ڑ	ڑ	ڑ	ḍ
ڑھ	ڑھ	ڑھ	ڑھ	ḍh
ڻ	ڻ	ڻ	ڻ	ṇ

Dentals

ت	ت	ت	ت	t
تھ	تھ	تھ	تھ	th
د	د	د	د	d
دھ	دھ	دھ	ذھ	dh
ن	ن	ن	ن	n

Labials

Initial	Medial	Final	Alone	Value
پ	پ	پ	پ	p
پھ	پھ	پھ	پھ	ph
ب	ب	ب	ب	b
بھ	بھ	بھ	بھ	bh
م	م	م	م	m

Semivowels

ي	ي	ي	ي	y
ر	ر	ر	ر	r
ل	ل	ل	ل	l
و	و	و	و	v
ڑ	ڑ	ڑ	ڑ	ṛ
ڑھ	ڑھ	ڑھ	ڑھ	ṛh
ظ	ظ	ظ	ظ	ḷ
ژ	ژ	ژ	ژ	ḷ

Sibilants

Initial	Medial	Final	Alone	Value
شـ	ـشـ	ـش	ش	š
ثـ	ـثـ	ـث	ث	ṯ
سـ	ـسـ	ـس	س	s

Aspirate

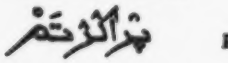
هـ	ـهـ	ـه = ـة	ه	h

Arabic letters representing non-Malayalam consonants

Initial	Medial	Final	Alone	Value
ثـ	ـثـ	ـث	ث	th
حـ	ـحـ	ـح	ح	ḥ
خـ	ـخـ	ـخ	خ	kh
ذـ	ـذـ	ـذ	ذ	ż
زـ	ـزـ	ـز	ز	z
ضـ	ـضـ	ـض	ض	ḍ
صـ	ـصـ	ـص	ص	ṣ
طـ	ـطـ	ـط	ط	ṭ
ظـ	ـظـ	ـظ	ظ	ẓ
عـ	ـعـ	ـع	ع	ʿ
غـ	ـغـ	ـغ	غ	gh
فـ	ـفـ	ـف	ف	f
قـ	ـقـ	ـق	ق	q
		ـة	ة	h

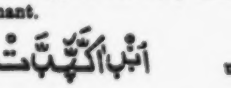
RULES

1. ◌ْ, ◌ٗ, or ◌ٓ (jazm) indicates the absence of any vowel following the letter over which it is written. Do not romanize it.



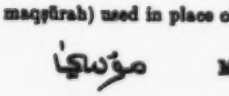
prākṛtam

2. When ◌ّ (shaddah) appears over any consonant, represent it in romanization by doubling the consonant.

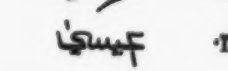


unṭākkappeṭṭat

3. Romanize ◌ٰ (alif maqṣūrah) used in place of ا to represent the long vowel as á.

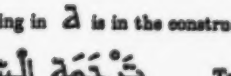


Mūsá

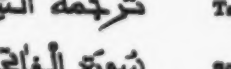


ʿIsá

4. When the word ending in ة is in the construct state, romanize ة as t.

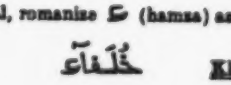


Tarjamat al-sirru al-jalīl

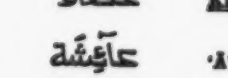


Sūrat al-Fātiḥah

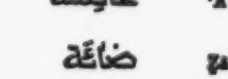
5. When medial or final, romanize ء (hamza) as ʾ.



Khulafāʾ

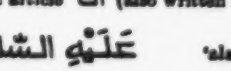


ʿĀʾishah



Ḍāʾah

6. Romanize the Arabic article الْ (also written as ال) as al-



ʿalaihi al-salām

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